

Emergency Package

Perfect for the couple who has done all of the planning and hard work and there are now issues or problem have developed that were either unforeseen or unexpected and now you need a professional to resolve the problems as quickly as possible.

Infinite Events will evaluate the planning process to date and assist the couple with any conflict resolution and/or contact disputes. We will also advise the couple of what might have been overlooked and will assume the burden of final hour vendor searches or any other necessary tasks.

Infinite Events will also attend and oversee both the ceremony rehearsal and the wedding day itself allowing the couple to walk down the aisle and have the dream wedding day.

Consultations & Personal Service

- ◆ 2 consultations and unlimited access via phone and e-mail
- ◆ Create a personal wedding planning timeline for bride & Groom
- ◆ Emergency kit on hand for unexpected mishaps.

Vendors

- ◆ Conflict resolution, Contact negotiation and Emergency Vendor recommendations
- ◆ Review all vendor contracts and address any of your questions and/or concerns with the vendor.
- ◆ Provide communication and clarification between you and all vendors
- ◆ Final timeline sent to all vendors confirming all details of the wedding

Rehearsal Coordination

- ◆ Provide a detailed printed schedule of ceremony events, roles and responsibilities; that will be handed out to everyone attending the rehearsal.
- ◆ Review usher and head usher assignments.
- ◆ Coordinating wedding rehearsal (assistance with processional and recessional)

Coordination of Ceremony and Reception (6 hours)

- ◆ Arrival 1 hour early to check-in vendors, oversee final decorating and set-up
- ◆ Instructing attendants of their duties
- ◆ Supervise ceremony and reception site preparation - checking in all vendors, set-up of unity candle, guest book/pen, place cards, special pictures, table cameras, cake napkins, cake pillars, favors at reception, transport altar flowers/pew bows to reception if needed after pictures, and last minute decor. (An additional fee may apply for transport)
- ◆ Assist wedding party, family members, and guests as needed on wedding day.
- ◆ Greet Guests and advise on escort procedures.
- ◆ Cue wedding party for procession.
- ◆ Assist with pre and post-ceremony photo sessions.
- ◆ Coordination of Events at Reception with required vendors - Grand Entrance, dining, first dance, toast, cake cutting, garter toss, bouquet toss, Exit of Bridal Couple, etc.
- ◆ Coordination of the collection of gifts at reception and organize where all of your wedding presents/cards will be transported
- ◆ Distribute payment envelopes to vendors if applicable
- ◆ On-site Troubleshooter
- ◆ Any Additional Services, Setup and coordination by Infinite Events as Discussed in Contract

****Emergency Package Price - \$950.00****