

Eternity Package

Designed for the couple that desires the highest level of service and guidance through every aspect of the wedding. With no time limit and restraints this package is the utmost in wedding coordination. We will be with you every step of the way offering practical advice and taking care of all the necessary details.

Consultations & Personal Service

- ◆ Create personalized and unique ideas for both the ceremony and reception.
- ◆ Prepare the event budget and provide continuous monitoring of the established budget.
- ◆ Unlimited consultations and access via phone or e-mail during the planning process
- ◆ Complete Wedding Planning, assistance, guidance and Recommendations on all things weddings related
- ◆ Establish and Manage Wedding Timeline and Planner
- ◆ Selection, negotiation, and coordination of guest accommodations, transportation, and weekend activities for out of town guests
- ◆ Ideas & Suggestions for welcome packages with event agenda, area attractions, maps, and gift baskets for out-of-town guests (client is responsible for cost of welcome package)
- ◆ Delivery of welcome baskets and packets to guest hotels (client is responsible for cost of welcome package)
- ◆ Assembly of all invitations, "Save the Date" cards, programs, etc. (client is responsible for postage)
- ◆ Deliver invitations and all other printed materials to post office for mailing (client responsible for postage)
- ◆ Guest List and RSVP list management with spreadsheet and weekly status reports
- ◆ Set up a to-scale floor plan of your reception site to establish seating assignments and the placement of tables, buffets, décor etc.
- ◆ Printed Instructions and Time-lines sent to each attendant
- ◆ Schedule Appointments for Wedding Party (Hair, make-up, nails, massage, etc.)
- ◆ Create a personal wedding planning timeline for bride & Groom
- ◆ Emergency kit on hand for unexpected mishaps.
- ◆ Discuss & Arrange all aspects of Honeymoon travel
- ◆ Personal Service through the entire process to ensure that all wedding details are in capable hands

Vendors

- ◆ Walk through appointments at potential ceremony and reception sites to determine, select and finalize all details.
- ◆ Establish, Arrange & Coordinate location of all wedding related activities, including rehearsal dinner, ceremony, reception, and brunch.
- ◆ Research & Recommendation of top-quality vendors that will fit your budget, style, and needs.
- ◆ Unlimited vendor meetings and interviews.
- ◆ Review all vendor contracts and address any of your questions and/or concerns with the vendor.
- ◆ Negotiate contracts as necessary.
- ◆ Provide communication, phone calls, faxes and emails, and clarification between you and all vendors throughout the entire planning process.
- ◆ Final consultation with each vendor to go over all details of the wedding
- ◆ Create a timeline for vendor distribution.

Rehearsal Coordination

- ◆ Provide a detailed printed schedule of ceremony events, roles and responsibilities; that will be handed out to everyone attending the rehearsal.
- ◆ Confirm ceremony activities, traditions, standing positions, etc...
- ◆ Review usher and head usher assignments.
- ◆ Confirm final seating assignments.
- ◆ Finalize all details with guests and the wedding party.
- ◆ Collect and keep safe all personal items of the Bride and Groom/wedding party, including favors, ceremony accessories and decor.
- ◆ Coordinating wedding rehearsal (assistance with processional and recessional)

Continued on Next Page

Coordination of Ceremony and Reception (unlimited time)

- ◆ Coordinate and Arrange for all day of travel for wedding party
- ◆ Constant Contact with the bridal party to know there whereabouts at all times and to keep them on schedule
- ◆ Instructing attendants of their duties
- ◆ Assist and Oversee all day-of decorating and décor
- ◆ 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
- ◆ Return tuxedos and any necessary rental items.
- ◆ On-site Troubleshooter
- ◆ Any Additional Services, Setup and coordination by Infinite Events as Discussed in Contract

****Eternity Package Price - \$1750.00****