

Forever Package

Designed for the couple who wants to take an active role in planning but would like guidance and assistance along the way. This package provides assistance with vendor recommendations, etiquette advice and development of timeline & budget. The Forever package includes direction of the rehearsal and day of coordination.

Consultations & Personal Service

- ◆ Complete Wedding Planning, assistance, guidance and Recommendations on all things weddings related
- ◆ Prepare the event budget and provide continuous monitoring of the established budget.
- ◆ Four status meetings and unlimited access via phone and email
- ◆ 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)
- ◆ 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
- ◆ Create a personal wedding planning timeline for bride & Groom
- ◆ Emergency kit on hand for unexpected mishaps.
- ◆ Personal Service through the entire process to ensure that all wedding details are in capable hands

Vendors

- ◆ Walk through of potential ceremony and reception site to determine and finalize all details.
- ◆ Research & Recommendation of top-quality vendors that will fit your budget, style, and needs.
- ◆ 2 vendor meetings or 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.
- ◆ 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)

Coordination of Ceremony and Reception (8 hours)

- ◆ Arrival 2 hours early to check-in vendors, oversee final decorating and set-up of Ceremony & Reception
- ◆ 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 and last minute decor.
- ◆ 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 transport
- ◆ Distribute payment envelopes to vendors if applicable
- ◆ On-site Troubleshooter
- ◆ Any Additional Services, Setup and coordination by Infinite Events as Discussed in Contract

****Forever Package Price - \$1250.00****