



This is the one of the most important day of your life!



We are here to make sure your dream/vision of your wedding come true.

**Infinity Events (586) 838-0288**  
**Infinityeventsda@gmail.com**





### **Day of Coordination:**

- Initial Meeting
- 30 – 45 days prior to wedding date 2<sup>nd</sup> meeting
- Two follow up phone calls to review details.
- Two weeks prior to the wedding, will have final meeting to finalize vendor contracts, remaining items to be completed, create detailed timeline, vendor communication regarding final details & finalize floor plan with guest seating (provided by client).
- Ceremony Rehearsal & organization for day of the wedding (if needed by Infinity Events)
- Infinity Events will be on location to oversee all vendors.
- Designate someone for end of night collection of gifts, cards, and clean up duties.
- Will oversee on-site house flow during the event
- Agreed upon timeline will be executed
- This package does not include design, décor set up/tear down or running errands.
- *Depending on location, travel fees may apply.*

❖ **This package can also be customized to your wedding needs and wants**

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### **Full Wedding Planning Package:**

- Initial Meeting & additional meetings as needed
- Full assistance from start to finish and assisting in hiring the best qualified vendors
- Ceremony Rehearsal & organization for day of the wedding
- Attending vendor follow up meetings leading up to the event & Vendor payment management
- Budget, guest list management & RSVP management (guest list provided by the client)
- Seating chart ideas and designs (only)
- Unlimited phone calls, text or emails
- Final month includes:
  - Final meeting with clients to finalize approved vendor contracts
  - Also, will communicate with the approved vendors regarding final details
  - Any remaining items to be completed/finalized (will go over with bride & groom)
  - Finalize floor plan with guest seating (provided by client)
  - Walk thru of venue floor plan
- Will create timeline and on day of the wedding, timeline will be executed
- Designate someone for end of night collection of gifts, cards, and clean up duties.
- Any last-minute floor plan changes, finalization & final guest count provided by the client
- Will oversee on-site house flow during the event
- On the day of the wedding, Infinity Events will be on location to coordinate ceremony, reception, overseeing and directing: vendors, décor, details and guests
- This package does not include design, décor set up/tear down or running errands
- *Depending on location, travel fees may apply*

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