



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) 838-02828

[Infinityeventsda@gmail.com](mailto:Infinityeventsda@gmail.com)





### Month/Day of Wedding Coordination Package

- Initial meeting
- Second meeting will be 30 – 45 days prior to wedding
- Two follow up phone calls to review details
- Two weeks prior to the wedding:
  - Will have a final meeting to finalize vendor contracts,
  - Will complete remaining outstanding items
  - Create detailed timeline
  - Vendor communication
    - Regarding timeline & finalize details
  - Finalize floor plan and guest seating (provided by the clients)
- Ceremony rehearsal
- Organization for day of the wedding
- Designate someone for end of night collection of gifts, cards etc.
- Will oversee on-site house flow during the event
- Complimentary 2x3 black & white seating board
- Agreed upon timeline will be executed
- This package does not include design, décor setup/tear down or running errands
- Depending on location of services, travel fees may apply

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### **Full Wedding Day Planning Package**

- Initial Meeting & additional meetings as needed
- Assistance from start to finish during the wedding planning process
- 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
- Seating chart 24x36 black and white included
- 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
- Any last-minute floor plan changes, finalization & final guest count provided by the client
- Will oversee on-site house flow during the event
- Management of RSVP's
- 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

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