

Rustic Gatherings

You might ask, just what does an event planner do on the big day?

We are the Point Person, Body Movers, Detail Checkers, Time Managers, Personal Assistants, Body Buffers – move the wedding couples, guests, and family. We make sure that the gifts get to whom you want them to go and any final payments to vendors distributed if needed. We are rule enforcers and fixers, we put out fires, and are detailed setter outers, ceremony, and reception details like unity sand, signs, card box, seating charts, or table cards. We are multi-taskers and can jump in to help wherever it's needed. Design and table creation packages available.

EVENT PLANNING WEDDING PACKAGES

Everything You Need \$3600.00

Full Package Pre-Wedding + Day of Coordination
(everything listed in the top and bottom section)

Pre-Wedding Coordination

Information for guests, planning, directions/parking/hotels/housing/area information.
Guest overflow accommodations, directions + parking instructions.
Connections & coordination with local businesses/services/vendors – cake, DJ, bands, flowers, catering, bus/taxi service.
Guidance on details: set up (inside & outside) vendors, invitations, timelines, activities and more.
Pre-wedding communication with vendors, set up instructions answer questions they have.
Organize special services – yoga, massage, hair/makeup, local activities: maps, directions, pricing.
Signs set out for wedding couple & parking areas.
Assist with wedding rehearsal
Coordinating rentals tent set up and other rentals with perspective companies.
Meet vendors at the property for set up & make sure they have what they need.

Pre Wedding – Event Planning & Design

Create Wedding Timeline
Create Property Layouts
Create Tent Layouts
Working with wedding couple with wedding design & budget.
Mood Boards with consultation on design, help with purchasing & create wedding vision
Designer + Assistant for wedding day set up.
Design Labor is priced out separately based on the complexity of the job. (inquire for more information)

Just the Day of Wedding Coordination \$1800 (12 hours) for Day of Wedding Coordination only

Timing

Personal assistant to the bride/groom, wedding party and family throughout the day.
Greeting guests as they arrive, offer beverages, directions: bathroom, reception, ceremony, bar, game area, where to put cards. Keeping guests happy and away from the wedding party preparation area.
Create Timeline + Keeping with timeline - moving guests & couple through the day's activities keeping flow.
Handling any changes in the timeline with smooth transitions to the next activity.
Processional – guide family to ceremony seats. Wedding party line up & timing, sendoff - walk to alter.
Recessional – guide family + wedding party to photo session, cocktail hour, dinner and reception/dancing.

Communication + Set Up

Assist with Rehearsal
Communication w/ vendors for set up/tear down, venue, and guests throughout the day's events creating flow and ease from one moment to the next.
Table Design – Set Out – centerpieces, runners, candles, table numbers, favors, design touches throughout the tent, depending on the extent of the design work additional staff may be needed, inquire for more information.
Assisting or direction where needed for self-serve bar/beverage station or dessert table.
Handle last minute details issues that arise.
Master of Ceremonies – make announcements (if no MC) or coordinate with DJ.
Deliver any vendor payments + assure gifts/cards and precious items are safe for the evening.