welcome kit

FOR WEDDING PLANNING





congratulations AND WELCOME TO HITCH STUDIO!

FIRST OF ALL, CONGRATULATIONS! YOU'RE ENGAGED!

Welcome to Hitch Studio. We hope you love the ways we can help your wedding day be less stressful and more enjoyable. Completing this guide will give us a great starting point when we meet. We can't wait to hear all the details of your wedding!

HOW TO USE THIS GUIDE:

So, you're interested in having Hitch help with your wedding day — from decorating your reception to full wedding coordinating, we're only as involved as you want us to be. If your mom has some decorations already, GREAT! If your aunts want to bring the cream cheese mints to be set out, WONDERFUL! If you're worried who will take down your dance floor at the end of a really fun night, NO WORRIES. We have you covered!

Look over the levels of wedding styling services from pages 4-5. We'll help define these better at your first meeting with Hitch Studio!

Fill out the starter worksheet on page 6 and bring it to your first appointment — along with the list of items on page 3!

Browse our wedding decorations on page 7 to get a feel for the decor that fits your style! You can use anything we have in our inventory for FREE! Better yet, see our full collection at: hitchstudio.com/decor-collection



Make your appointment to meet with Hitch Studio.

Call 605-592-9072 or email renee@hitchstudio.com for a complimentary meeting!

Do you also need wedding invitations, save the dates or programs? We can make sure everything with your wedding coordinates perfectly — from the centerpieces to the stationery.











what to bring TO OUR FIRST MEETING

WHAT TO BRING TO OUR FIRST MEETING:

- 1. Bring page 4 filled out (or as much as you know at this time!)
- 2. Your Pinterest Board full of your wedding style and inspiration.
- 3. Swatches of your wedding colors (either online or dress swatches).
- 4. Your fiance, parent, wedding committee member whoever will be helping you throughout this process!
- 5. A smile and a happy spirit because this is going to be fun!

WHAT HITCH STUDIO CAN HELP WITH:



WEDDING planning







WEDDING chechlist



INVITATION design



CENTERPIECE rentals

Step 1: Choose a Level of Service















DIAMOND LEVEL: WEDDING DAY MANAGEMENT

Hitch Studio offers full day-of-coordinating including confirming with each and every vendor (their arrival times, where to go, etc.) helping with your ceremony and reception logistics, keeping your day on time, greeting guests, and answering all the guestions so you stay stress-free and full of joy!



Listed below are services provided for each Base Fee (any worksheet checkboxes are extra)

• Monthly email check-ins to ensure the planning is running smoothly and on track	*
Detailed wedding day itinerary for you and wedding vendors	*
• Confirm with vendors before wedding and day-of (check delivery date, arrival times, where to set up, etc.)	*
Wedding etiquette advice as needed	*
Attend and coordinate wedding rehearsal (if you want)	*
• Collect/set out wedding items (cake knife, cake topper, toasting flutes, favors, escort cards, etc.)	*
• Manage the timing, set up and flow of ceremony (line up and cue wedding party/musicians for ceremony processional)	*
Be the liason between wedding party, family members, vendors, and couple with questions and details	*
• Transfer ceremony items to reception (guest book, unity ceremony, In Memory photos/bouquet, easel + signage, etc.)	*
Assist with timing of important events (grand entrance, prayer, dances, speeches, cake cutting, etc.)	*
Stay in communication with venue and banquet staff to ensure things are going smoothly	*
Help escort guests to find assigned seating (if you have assigned seating)	*
Ceremony decorating (basic decor for aisle, altar, place guestbook, programs, card box, unity ceremony)	*
Photo collection of images of your wedding reception decorations	*
Assist with overall wedding budget (if you want)	*
• 10% off wedding invitations, save the dates, and/or programs designed by Hitch Studio	*
• Free tote bag from Hitch Studio	*
• Decorating services (set up, take down, decorations) are at an additional cost, but you can add that on!	



1 CARAT LEVEL: WEDDING STYLING [reception styling]

Hitch Studio sets up all the decorations at your reception—and best of all, takes them down at the end of the evening. No stress, just beautiful centerpieces, head table, and overall reception!





2 CARAT LEVEL: WEDDING COORDINATING [reception + ceremony styling]

This level includes everything from 1 Carat, plus Hitch sets up a centerpiece showcase months before your wedding so you can mix, match, and choose your centerpieces! Also included: professional photos of your decorations, and ceremony coordinating and decorating.



3 CARAT LEVEL: WEDDING PLANNING [full-day planning + coordinating]

This level includes everything from 1+2 Carat, plus Hitch coordinates vendors, creates a wedding day timeline, and keeps you on track with a monthly schedule. We're there for you all day — from setting up chairs and cutting cake, to making sure your vendors arrive on time — and every perfect detail in between. You and your family can relax and enjoy this very special day!

Listed below are services provided for each Base Fee (any worksheet checkboxes are extra)







1 carat 2 carat • Hitch decorates guest tables at your reception (for up to 199 guests) (add-ons available) • Set up, take down, transport of all Hitch decor before and after reception • Pick up/return any rentals that Hitch rented (delivery to/from venue included) Use of all decorations in Hitch inventory (www.hitchstudio.com/decor-collection) • Three 1-hour scheduled meetings with you and any communication as needed • Recommend reputable wedding vendors specific to your budget or needs • Wedding etiquette advice • Hitch associate planner leads decorating effort + Hitch staffing for your day • 10% off wedding invitations, save the dates, and/or programs designed by Hitch Studio • Free tote bag from Hitch Studio for all your wedding binders and information • Ceremony decorating (basic decor for aisle, altar, place guestbook, programs, card box, unity) • Manage timing and flow of processional + basic decorating of aisle/ceremony • Photo collection of images of your wedding reception decorations • Centerpiece showcase styled just for you at Hitch to choose your centerpieces • Creation of centerpiece key so you know exactly what's going on which tables • Confirmations with each vendor within 30 days of wedding and day of wedding Assist with overall wedding budget (vendors, venue, etc.) if needed • Full day-of-coordinating (processional, greeting guests, logistics, answer all the questions) · Creation of wedding day timeline/itinerary and share with wedding vendors as needed Certified Wedding Planner leads decorating effort + Hitch staffing for your day • Unlimited meetings and communication (we want to hear about everything!) Assist DJ with line-up and cue wedding party for grand entrance into reception

Step 2: Tell us about your wedding!



Wedding Date:	Number of Expected Guests:		
Name:	Wedding Style:		
	Wedding Colors:		
Bride Phone Number:	Bridesmaid's Dress Color: {# }		
Bride Email Address:	Groomsmen's Tux Color: {# }		
	Type of Flowers:		
Fiance:	Other Notes about the Wedding Style:		
Mailing Address:			
City, State, ZIP:	Officiant/Priest/Minister:	Arrival time:	*
Phone Number/Email:	Ceremony music:		
Time and date(s) of set up:	Florist:		
Time of wedding:	Music/DJ/lighting:		
Time of social hour:			
Time of dinner:	Limo/Bus/Transportation:		A
Time of dance: End time:	Cake:		
Other important contact information (day of contact):	Desserts:	Arrival time:	*
	Caterer:	Arrival time:	
	Rentals:	Arrival time:	
Location of Ceremony:	Photographer:	Arrival time:	
Location of Reception:	Photo Booth:	Arrival time:	*
	Videographer:	Arrival time:	*
Notes:	Makeup/Hair:	Arrival time:	

- 1. What do you love to do together? What defines you as a couple and makes your friends say "Yep. That's so THEM"?)
- 2. What's your favorite foods, drinks and snacks?
- 3. What are 2-3 things that are most important to you about your wedding day? Do you have special requests?
- 4. How do you want your reception to feel when guests arrive? (Cozy, fun, entertaining, casual? Remember, if people are hungry, thirsty, hot or cold, they won't enjoy themselves as much as they could.)
- 5. Wedding website and/or Pinterest Board link:

Step 3: Choose your wedding decorations

There's LOTS more than you see here! Visit this link to browse the collection: *hitchstudio.com/decor-collection* You get to use anything and everything shown on the site at no extra charge!



Step 4: Let us know when you want to neet!

Contact us when you're ready for your complimentary wedding meeting. We'd love to hear more!

Email: info@hitchstudio.com · Phone: 605-592-9072 · Website: www.hitchstudio.com

Location: 414 Main Ave. Suite #1, Brookings, SD 57006

Step 5: Medding invitation design

We do more than wedding styling! Save the dates • Rehearsal dinner invitations • Wedding invitations Programs • Menu cards • Seating chart/name cards • Table numbers • Thank you notes • Favor tags











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so, you're planning a wedding?

ENJOY \$1 OFF

THE WEDDING DAY DESIGNER!

about Hitch Studio



Hitch Studio is located in downtown Brookings, South Dakota. We specialize in:

WEDDING STYLING + INVITATION DESIGN + CENTERPIECE RENTALS

Hitch Studio opened in 2014 — and continues to be the cutest destination for anyone planning a wedding! We have two certified wedding planners and a staff of over 15 wedding associates to help you have the perfect wedding day. We are so excited to hear all about your wedding!

Renee and Taylor can't wait to meet you.







Taylor Livingston









