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 6 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 checklist

INVITATION design





CENTERPIECE rentals

Step 1: Choose a Level of Service



DIAMOND LEVEL: WEDDING DAY MANAGEMENT

Wedding Planning

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, and answering all the vendor questions so you stay stress-free and full of joy!



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! Also included: professional photos of your decorations!



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: ceremony coordinating, decorating, and a wedding day timeline!



3 CARAT LEVEL: WEDDING PLANNING

Full-Nay Styling + Planning + Coordinating

This level includes everything from 1+2 Carat, plus Hitch coordinates vendors, keeps you on track with a monthly schedule. We're there for you all day — assisting with the timing of important events and helping to keep you on schedule — and every perfect detail in between. You and your family can relax and enjoy this very special day! We can decorate, help with seating charts, be at the bride's side, and more.

» NOTES:		



DIAMOND LEVEL: WEDDING DAY MANAGEMENT

1 CARAT LEVEL: WEDDING STYLING
2 CARAT LEVEL: WEDDING COORDINATING
3 CARAT LEVEL: WEDDING PLANNING



	diamond	1 Carat	2 Carat	3 Carat
Email check-ins and meetings to ensure the planning is running smoothly and on track	Ö	Ö	Ö	6
Wedding etiquette advice as needed	Ö	Ö	Ö	<u></u>
Make sure all details are perfect for reception (seating, room layout, lighting, etc.)	Ö	Ö	8	<u></u>
Be the liason between wedding party, family members, venue, and couple with questions and details	Ö	Ö	Ö	<u></u>
Recommend reputable wedding vendors specific to your budget or needs	Ö	Ö	Ö	
Hitch associate planner leads decorating effort + Hitch staffing for your day	Ö	Ö	Ö	<u></u>
Collect/set out wedding items (cake knife, cake topper, toasting flutes, favors, escort cards, etc.)	Ö	Ö	Ö	<u></u>
• 10% off wedding invitations, save the dates, and/or programs designed by Hitch Studio	Ö	Ö	Ö	<u></u>
Free tote bag from Hitch Studio for all your wedding binders and information	Ö	Ö	8	<u></u>
Hitch decorates guest tables at your reception (add-ons available)		Ö	Ö	<u></u>
Set up, take down, transport of all Hitch decor before and after reception		Ö	<u></u>	<u></u>
Pick up/return any rentals that Hitch rented (delivery to/from venue included)		Ö	Ö	<u></u>
Use of all decorations in Hitch inventory (www.hitchstudio.com/decor-collection)		Ö	Ö	<u></u>
Photo collection of images of your wedding reception decorations		Ö	8	<u></u>
• Manage the day-of timing, set up and flow of ceremony (line up/cue wedding party/musicians for ceremony processional)	Ö		8	<u></u>
Help transition a wedding from outdoors to indoors because of weather/rain	Ö		<u></u>	<u></u>
Ceremony decorating (basic decor for aisle, altar, place guestbook, programs, card box, unity)			Ö	<u></u>
Centerpiece showcase styled just for you at Hitch to choose your centerpieces			Ö	<u></u>
Creation of centerpiece key so you know exactly what's going on which tables			Ö	<u></u>
Creation of wedding day timeline/itinerary and share with wedding vendors as needed	Ö		Ö	<u></u>
Confirmations with each vendor within 30 days of wedding and day of wedding	Ō		8	<u></u>
Assist with timing of important events (grand entrance, prayer, dances, speeches, cake cutting, etc.)	Ō			<u></u>
Help escort guests to find assigned seating at reception (if you have assigned seating)	ð			<u></u>
Full day-of-coordinating (processional, greeting guests, logistics, answer all the questions)	Ö			<u></u>
Certified Wedding Planner leads decorating effort + Hitch staffing for your day				<u></u>
Unlimited meetings and communication (we want to hear about everything!)				<u></u>
Attend and coordinate wedding rehearsal (preference indicated on pg. 7)	Ö			8
Assist photographer (directing/coordinating photos when there are a lot of people arriving, etc.)	Ö			8
Arranging transportation (make sure limo bus is clean and on time, etc.)	Ö			8
Hand out gratuity envelopes to appropriate vendors	ð			<u></u>
• Will be at the bride's side as needed (hair, makeup, putting on dress, first look, all-day attendant, etc.)	Ŏ			8

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:	Limo/Bus/Transportation:			
Time of dinner:				
Time of dance: End time:	Cake:			
Other important contact information (day of contact):	Desserts:	Arrival time:	*	
	Caterer:	Arrival time:		
	Rentals:	Arrival time:	*	
ocation 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.)
- 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: Wedding 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









