

welcome kit

FOR WEDDING PLANNING



HITCH  
studio



Photo by Chelsea Jean Photography



# 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!

*Step 1* 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!

*Step 2* Fill out the starter worksheet on page 6 and bring it to your first appointment — along with the list of items on page 3!

*Step 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](https://hitchstudio.com/decor-collection)

*Step 4* Make your appointment to meet with Hitch Studio.  
Call 605-592-9072 or email [info@hitchstudio.com](mailto:info@hitchstudio.com) for a complimentary meeting!

*Step 5* 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. We also offer a complete wedding planning checklist and guide book, called the Wedding Day Designer. You can purchase one in our meeting!



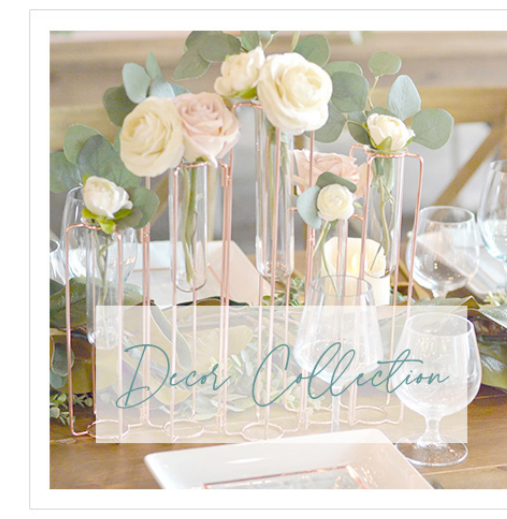
# what to bring

## 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 fiancé, parent, wedding "I Do Crew" 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:



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! This level is all about YOU!



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, attending your rehearsal, and a wedding day timeline!



3 CARAT LEVEL: WEDDING PLANNING

FULL-DAY 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 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, set out desserts, and more.

NOTES:



DIAMOND LEVEL: WEDDING DAY MANAGEMENT



1 CARAT LEVEL: WEDDING STYLING



2 CARAT LEVEL: WEDDING COORDINATING



3 CARAT LEVEL: WEDDING PLANNING



• Email check-ins and meetings to ensure the planning is running smoothly and on track				
• Wedding etiquette advice as needed				
• Make sure all details are perfect for reception (seating, room layout, lighting, etc.)				
• Be the liason between wedding party, family members, venue, and couple with questions and details				
• Recommend reputable wedding vendors specific to your budget or needs				
• Develops design elements, vision, and ensures you receive the right flowers, food, cake, etc.				
• Collect/set out wedding items (cake server, cake topper, toasting flutes, favors, escort cards, table numbers, etc.)				
• 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				
• Decorate reception tables (Add-ons may include linens, chair covers, chargers, cake/dessert stands, head table, etc.)				
• 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 FREE in Hitch inventory (www.hitchstudio.com/decor-collection)				
• Photo collection of images of your wedding reception decorations				
• Manage the timing + flow of ceremony (line up wedding party, cue musicians, watch for late guests)				
• Help transition a wedding from outdoors to indoors because of weather/rain				
• Ceremony decorating (basic decor for aisle, altar, place guestbook, programs, card box, unity ceremony)				
• 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				
• Full wedding day timeline outlining vendor arrival, ceremony, dinner, first dance, cake cutting, speeches, exit, etc.				
• Confirmations with each vendor within 30 days of wedding and day of wedding				
• Attend and coordinate wedding rehearsal				
• Add-ons may include pin flowers, wrangle wedding party for photos, sett out desserts, coordinate grand exit, bus tables, etc.				
• Help escort guests to find assigned seating at reception (if you have assigned seating)				
• FULL day-of-coordinating (run full logistics of wedding day with bride and groom as our TOP priority)				
• Certified Wedding Planner leads decorating effort + Hitch staffing for your day				
• Unlimited meetings and communication (we want to hear about everything!)				
• Assist photographer (directing/coordinating photos when there are a lot of people arriving, etc.) (preference indicated on pg. 7)				
• Arranging transportation (make sure limo bus is clean and on time, etc.) (preference indicated on pg. 7)				
• Hand out gratuity envelopes to appropriate vendors (preference indicated on pg. 7)				
• Will be at the bride's side as needed (hair, makeup, putting on dress, first look, all-day attendant, etc.) (preference indicated on pg. 7)				



# Step 2: Tell us about your wedding!



Wedding Date: \_\_\_\_\_

Name: \_\_\_\_\_

Bride Phone Number: \_\_\_\_\_

Bride Email Address: \_\_\_\_\_

Fiance: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number/Email: \_\_\_\_\_

Time and date(s) of set up: \_\_\_\_\_

Time of wedding: \_\_\_\_\_

Time of social hour: \_\_\_\_\_

Time of dinner: \_\_\_\_\_

Time of dance: \_\_\_\_\_ End time: \_\_\_\_\_

Other important contact information (day of contact): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Ceremony: \_\_\_\_\_

Location of Reception: \_\_\_\_\_

\_\_\_\_\_

Notes: \_\_\_\_\_

Number of Expected Guests: \_\_\_\_\_

Wedding Style: \_\_\_\_\_

Wedding Colors: \_\_\_\_\_

Bridesmaid's Dress Color: {# } \_\_\_\_\_

Groomsmen's Tux Color: {# } \_\_\_\_\_

Type of Flowers: \_\_\_\_\_

Other Notes about the Wedding Style: \_\_\_\_\_

\_\_\_\_\_

Officiant/Priest/Minister: \_\_\_\_\_ Arrival time: \_\_\_\_\_ ★

Ceremony music: \_\_\_\_\_ Arrival time: \_\_\_\_\_ ★

Florist: \_\_\_\_\_ Arrival time: \_\_\_\_\_ ★

Music/DJ/lighting: \_\_\_\_\_ Arrival time: \_\_\_\_\_ ★

Limo/Bus/Transportation: \_\_\_\_\_ Arrival time: \_\_\_\_\_ ★

Cake: \_\_\_\_\_ Arrival time: \_\_\_\_\_ ★

Desserts: \_\_\_\_\_ Arrival time: \_\_\_\_\_ ★

Caterer: \_\_\_\_\_ Arrival time: \_\_\_\_\_ ★

Rentals: \_\_\_\_\_ Arrival time: \_\_\_\_\_ ★

Photographer: \_\_\_\_\_ Arrival time: \_\_\_\_\_ ★

Photo Booth: \_\_\_\_\_ Arrival time: \_\_\_\_\_ ★

Videographer: \_\_\_\_\_ Arrival time: \_\_\_\_\_ ★

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. How can Hitch Studio best help with your wedding expectations? What would put your heart and mind at ease?
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](http://hitchstudio.com/decor-collection)



# Step 4: Let us know when you want to meet!

Contact us when you’re ready for your complimentary wedding meeting. We’d love to hear more!  
**Email:** [info@hitchstudio.com](mailto:info@hitchstudio.com) • **Phone:** 605-592-9072 • **Website:** [www.hitchstudio.com](http://www.hitchstudio.com)  
**Locations:** 414 Main Ave. Suite #1, Brookings, SD 57006 and Sioux Falls, SD

# 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





A promotional graphic for wedding planners. The left side features a large white area with horizontal blue lines for notes. The right side contains a photo of a woman holding a wedding album, a coupon code 'WEDDING10', and a \$10 off offer.



*Photos by Chelsea Jean Photography*

## WEDDING STYLING + INVITATION DESIGN

Natalie Page

