

A woman with dark hair styled in an updo, wearing a white wedding dress and large earrings, is shown in profile. She is holding a large bouquet of flowers, including white and peach roses, greenery, and small white flowers. The background is a soft, neutral color.

welcome
KIT



HITCH
studio

congratulations!
AND WELCOME TO HITCH STUDIO

FIRST OF ALL, SOAK IT ALL IN.

Then, cue the confetti, because Hitch Studio is ready to help you and your wedding day be less stressful and more enjoyable! We'll focus on the details of your wedding so you can focus on the meaning of your marriage.

HITCH STUDIO HELPS YOU WITH

wedding planning

design

rentals

faux florals

invitations

YES, ALL FIVE SERVICES UNDER ONE ROOF.

HOW TO USE THIS GUIDE:

So, you're interested in having Hitch help with your wedding day? We can help with anything from rentals, to decorating your reception, to full wedding coordinating. We're only as involved as you want us to be! Consider this the start of a friendship because we can't wait to hear about it ALL!

1

Step 1: Look over the levels of wedding styling services on pages 4-6. We'll help define these better at your first meeting with Hitch Studio!

2

Step 2: Fill out the starter worksheet on page 7 and bring it to your first appointment — along with your Pinterest board, your fiancé, parent, or family/friend, and a smile because this is going to be fun!

3

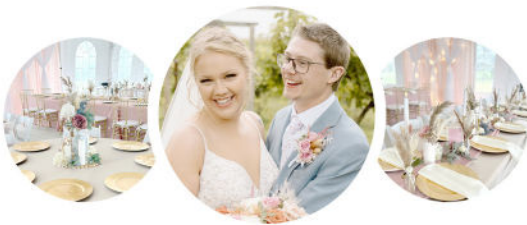
Step 3: Browse our full rental decor collection at: www.hitchstudiorentals.com If you decide to book Hitch for wedding planning, ALL decor for centerpieces is FREE!

4

Step 4: Make your appointment to meet with Hitch Studio. Call 605-592-9072 or email info@hitchstudio.com for a complimentary meeting! Decided that rentals is a better fit for you and your budget? Sounds great! Email rentals@hitchstudio.com

5

Step 5: Do you want to add on a Wedding Day Designer (150+ page timeline and checklist written by Renee) or wedding invitations, save the dates or programs?



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I WENT INTO MOST MEETINGS FEELING
ANXIOUS AND OVERWHELMED AND
WALKED OUT OF ALL OF THEM FEELING
LIKE A WEIGHT WAS LIFTED OFF MY
SHOULDERS BECAUSE OF HITCH!

Megan, Bride

1

Step 1: Look over the levels of wedding styling services. We'll help define these better at your first meeting with Hitch Studio!



DIAMOND LEVEL: WEDDING DAY MANAGEMENT



Wedding Planning

Hitch Studio offers full day-of-coordinating including checking in with every vendor (their arrival times, where to set up, confirming details), helping with your ceremony and reception logistics, keeping your day on time, running smoothly, and answering all the vendor questions so you stay stress-free and full of joy!

Includes: 4 prep meetings | On-site on wedding day for approx. 10 hours

1 CARAT LEVEL: WEDDING STYLING



Centerpiece Design

You get to use EVERYTHING in our rental collection FREE to decorate your centerpieces! We fully style your reception centerpieces using inspiration from you and your vision board. We bring all the complimentary décor, set it all up, and take it all down at the end of the night so you can enjoy. You can rent items from Hitch Studio like linens, chargers, cloth napkins, head table backdrops, etc. to really enhance your decor, so you walk into a fully decorated reception — styled by Hitch Studio!

Includes: 3 prep meetings | On-site on wedding day for approx. 6 hours

2 CARAT LEVEL: WEDDING COORDINATING



Centerpiece Design + Ceremony + Timeline

This level includes everything from 1 Carat, plus you get a full timeline of your wedding day (so EVERYTHING stays on track), a centerpiece showcase (10-20 centerpieces in your exact wedding colors/style and you get to pick what goes on each table! Mix and match linens + napkins + chargers + décor...until you love it!), and Hitch is a part of your rehearsal and ceremony. We make sure everyone is lined up in the correct order, cue the music, make sure any late-comers don't interrupt your processional, keep an eye on the weather for outdoor ceremonies, and transfer your unity items, guest book, programs, and card box from the ceremony to the reception.

Includes: 5 prep meetings | On-site on wedding day for approx. 10 hours

3 CARAT LEVEL: FULL-SERVICE WEDDING PLANNING







Centerpiece Design + Ceremony + Full Wedding Planning

Our 3 Carat package is full service wedding planning and design and includes everything from 1+2 Carats. We're there for you all day (from hair and makeup until the end of your dance) — helping to keep every detail covered! This package is perfect for the couple wanting help with decorating, the ceremony, and all events happening during social hour, dinner, and dance, (like clearing chargers or napkins, refilling snacks and desserts, setting out late night snacks, lighting sparklers at sunset, etc). We're the team behind the scenes making sure the timeline flows, the energy stays high, and every moment feels effortless. You and your friends and family get to be fully present which means more time for celebrating!

Includes: 6 prep meetings | On-site on wedding day for approx. 17 hours

1

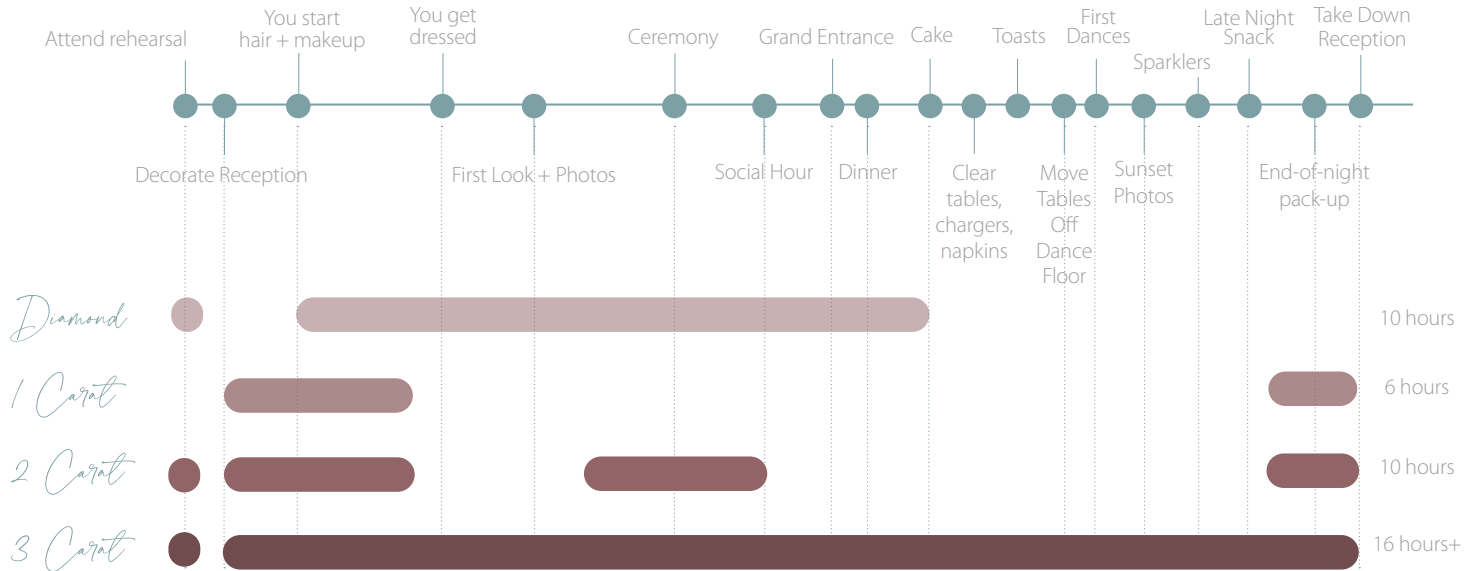
-  *Diamond:* WEDDING DAY MANAGEMENT
-  *1 Carat:* WEDDING STYLING
-  *2 Carat:* WEDDING COORDINATING
-  *3 Carat:* FULL-SERVICE WEDDING PLANNING



				
• Email check-ins and meetings to ensure the planning is running smoothly and on track				
• Wedding etiquette advice as needed				
• Making sure all details are perfect for reception (seating, room layout, lighting, tables, linens, 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				
• Develop design elements, vision, and ensures you receive the right flowers, food, cake, etc.				
• Collect/set out reception items (cake server, cake topper, toasting flutes, favors, escort cards, table numbers, etc.)				
• Free "welcome" gift from Hitch Studio				
• Decorate reception table centerpieces (Add-ons may include linens, chair covers, chargers, head table, etc.)				
• Set up, take down, transport of all Hitch decor before and after reception				
• Pick up/return any Brookings rentals that Hitch rented (delivery to/from venue included)				
• Use of table decor FREE in Hitch inventory (hitchstudiorentals.com/rentals) (Does not include anything needing laundering)				
• Photo and video 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				
• Collect/set out ceremony items (guestbook, programs, card box, unity ceremony)				
• Centerpiece showcase styled just for you at Hitch to choose your table decor (head table, guest book, guest tables, etc.)				
• 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				
• Setting out snacks and desserts for your social hour and reception				
• Transport decorations, programs, guest book, card box, unity items from ceremony to reception				
• Certified Wedding Planner leads decorating effort + Hitch staffing for your day				
• Help escort guests to find assigned seating at reception (if you have assigned seating)				
• FULL event coordinating (run full logistics of wedding day with the couple as our TOP priority)				
• Assist photographer (directing/coordinating photos when there are a lot of people arriving, etc.)				
• Check with transportation (make sure limo bus is clean and on time, etc.)				
• Hand out gratuity envelopes to appropriate vendors				
• Will be at the bride's side as needed (hair, makeup, putting on dress, first look, all-day attendant, etc.)				
• Review vendor contracts and use of budget template (Hitch help with budget management)				

1

Timeline of when Hitch is present:



IT WAS SUCH A GREAT DAY!
 HITCH STUDIO IS THE BEST EVER!
 IT TOOK SO MUCH PRESSURE OFF ME (AND MY MOM) SO WE COULD JUST ENJOY.

Gretta, Bride

WE WERE ABSOLUTELY OBSESSED WITH OUR WEDDING INVITATIONS! WE COULDN'T FIND ANYTHING LIKE IT. THEY WERE SO PERFECT!!!!

Hannah, Bride





Step 2: Fill out this starter worksheet (as much as you know right now) and bring it along to your first meeting!



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*Wedding Date: _____

*Name: _____

*Phone Number: _____

*Email Address: _____

*Fiance: _____

Phone Number/Email: _____

Mailing Address: _____

City, State, ZIP: _____

*Time and date(s) of set up: _____

Hitch time and date of set up: _____

Time of wedding: _____

Receiving line + bus: _____

Social hour: _____

Bus duration: _____ Grand entrance _____

Dinner: _____ Cake Cutting: _____

Toasts: _____ Sunset Pictures: _____

Time of dance: _____ End time: _____

Hitch time of take down: _____

Other important contact info (day of contact):

*Location of Ceremony: _____

*Location of Reception: _____

Table style: (*rectangle, round, wood, any in loft*) _____

Number of Guests: _____ Table count: _____

*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 musicians: _____ 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: (*linens, napkins, yard games, champagne wall, chandelier, backdrop, etc*)

_____ Arrival time: _____

Photographer: _____ Arrival time: _____

Photo Booth: _____ Arrival time: _____

Videographer: _____ Arrival time: _____

Makeup: _____ Arrival time: _____

Hair: _____ Arrival time: _____

Other: _____ Arrival time: _____

Linens: _____ Arrival time: _____

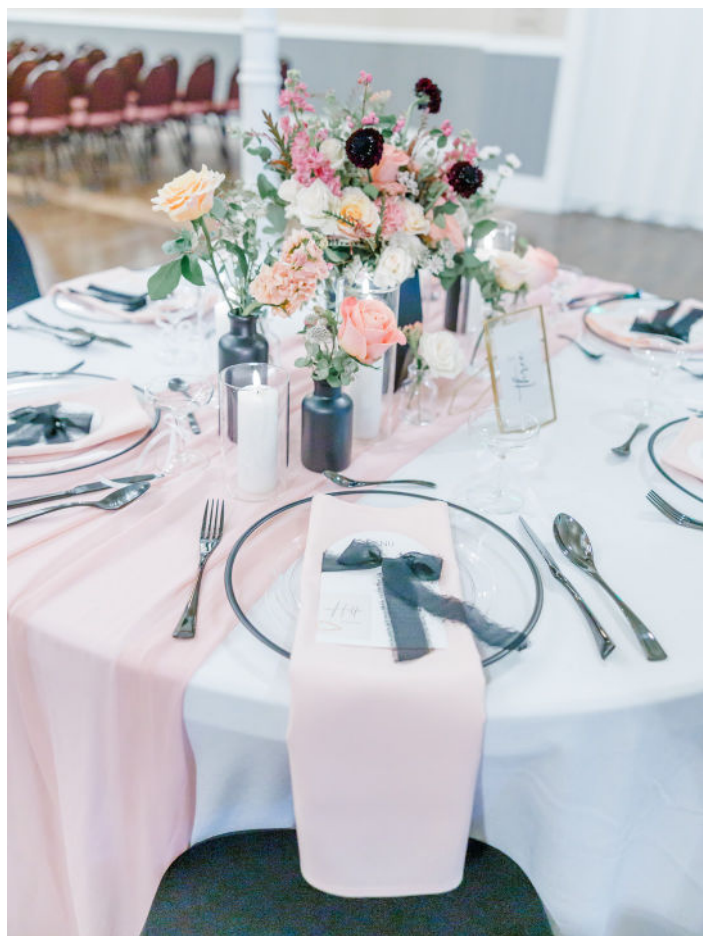
Napkins: _____ Arrival time: _____

3

Step 3: Take a look at some of our most recent weddings! See something you love?

Want to see our entire decor collection? Visit www.hitchstudiorentals.com









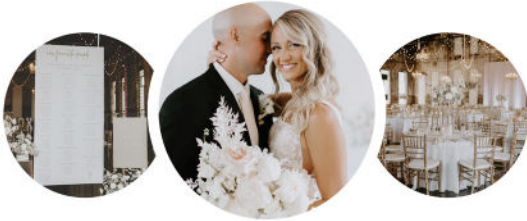
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HITCH STUDIO TOOK CARE OF EVERYTHING! THEY ANSWERED QUESTIONS I HADN'T EVEN THOUGHT TO ASK YET. I LOVED MY EXPERIENCE!

PHOTOS BY WHITLEY SANDER PHOTOGRAPHY

Erica, Bride

5

Step 5: Do you also need wedding invitations, save the dates or programs?

We can make sure everything with your wedding coordinates perfectly. The welcome sign can coordinate with your signature drink sign, invitations, and table numbers! Browse those designs online at www.hitchstudio.com



5

Step 5: Would you like a Wedding Day Designer to help with ALL the details? It's a great tool for having your mom follow along as you find tasks to delegate. Ask to buy one at our location downtown Brookings or buy yours online at www.weddingdaydesignerguide.com



we can't wait

TO WORK WITH YOU!



Renee Bauman

Owner of Hitch Studio • CEO

Certified Wedding Planner (CWP)

Certified Wedding Venue Professional (CWVP)

Author of the Wedding Day Designer



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Hitch Studio • 406 Main Avenue, Brookings, SD • 605-592-9072

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