

THE
WEDDING
COLLECTION

— *by* RIVER CITY EVENT RENTALS —

WE SET THE STAGE. YOU MAKE THE MEMORIES.

A BEAUTIFUL BEGINNING

Your wedding,
beautifully imagined.

THE BRIDAL PLANNING GUIDE

VISION / DETAILS / CELEBRATION



OUR STORY

A family story. A little joy.

The heart behind River City Event Rentals.



Built
around
joy.

Long before River City Event Rentals, our story began while we were working together at Target. It was the beginning of a shared life, and a connection to the idea of finding joy in everyday moments.

Years later, we welcomed our daughter, Ophelia Joy. Her middle name is a reminder of where our journey began and the family we are building together.

That same spirit inspires River City. The Wedding Collection carries it into one of life's most meaningful celebrations: thoughtful details, comfortable guests, and more room for the moments that become memories.

With care, the River City family

Your story comes next

Explore the styles on pages 3-4, then begin with your vision on page 5. Bring unfinished pages to your consultation. Type in a compatible PDF reader, or print and write by hand. Tap a section below to jump ahead.

- 03-07 Inspiration, your vision & first decisions
- 08-10 Investment & guest experience
- 11-14 Ceremony, reception & rentals
- 15-18 Venue, layout, team & timeline
- 19-21 Final details & a calm handoff

Your confirmed proposal and signed agreements define booked items, services, pricing and deadlines.





01 / FIND YOUR STYLE

Six ways to imagine your day.

Choose one, blend a few, or bring us a vision entirely your own.



Garden Romance

Airy florals, soft color and natural beauty.

Think lush greenery, flowing linens and a setting that feels like a garden in bloom.

Blush / lilac / sage



Timeless Elegance

Graceful, polished and beautifully familiar.

Think classic place settings, balanced floral arrangements and refined finishing touches.

Ivory / gold / navy



Modern Elegance

Clean lines with an intentional point of view.

Think sculptural flowers, architectural shapes and a few striking details.

Black / white / green

AI-created styling concepts. The images illustrate a design direction; products and availability are confirmed separately.





01 / FIND YOUR STYLE, CONTINUED

A different kind of beautiful.

The right style is the one that feels like you together.



Rustic Romance

Warm, welcoming and rooted in natural texture.

Think wood tables, soft fabric, relaxed florals and the glow of evening lights.

Wood / cream / clay



Black-Tie Glamour

Dramatic atmosphere and a formal sense of occasion.

Think rich fabrics, crystal accents, statement flowers and carefully layered lighting.

Emerald / gold / ivory



Bohemian Romance

Free-spirited, layered and effortlessly warm.

Think woven textures, earthy colors, flowing fabric and organic arrangements.

Sand / rust / olive

Love vintage details, bright color or a cultural tradition? Bring those ideas too. These six styles are starting points.





02 / YOUR VISION

Make the inspiration your own.

You do not need every answer. A few meaningful choices are enough to begin.

A feeling first. The details will follow.

Save what speaks to you: a color, a texture, a mood or a moment.



STYLE OR BLEND OF STYLES WE LOVE

THREE WORDS FOR OUR DAY

THE MOMENTS WE MOST WANT TO REMEMBER

FAVORITE COLORS, DETAILS OR THINGS TO SKIP

INSPIRATION LINKS / WHERE OUR SAVED IMAGES LIVE

There is no need to match an image exactly. Let the inspiration help you describe what matters.





03 / YOUR FOUNDATION

The celebration at a glance.

The essentials first. Details can settle into place as the plan takes shape.

OUR NAMES

PREFERRED CONTACT / PHONE

EMAIL

WEDDING DATE / FLEXIBILITY

ESTIMATED GUEST COUNT

CEREMONY AND RECEPTION VENUES / ADDRESSES

What matters most to us

Think about one moment to protect, one detail to make special, and one thing you would happily keep simple.

OUR PRIORITIES

WHO HELPS MAKE DECISIONS?





One lovely step at a time.

An adaptable checklist. Start where you are and follow each vendor's actual deadlines.

01 First decisions

Agree on priorities, a comfortable budget and a working guest count. Explore dates and venue options before committing to the design.

02 Once the date is set

Choose your vendor team. Review the venue plan, reserve essential rentals and discuss your weather alternative. Begin attire and stationery plans.

03 Bring the design together

Refine ceremony and reception details, menu, florals, music, attire fittings, beauty appointments, travel and lodging. Confirm who owns each task.

04 As responses arrive

Track RSVPs, meal choices and access needs. Draft seating and a shared timeline. Reconcile the rental list with the venue and catering team.

05 Before contracted deadlines

Confirm final quantities, delivery access, payments, floor plan and weather decision time. Share one current plan with every vendor.

06 The final week

Reconfirm contacts and arrival windows. Pack personal items, assign handoffs and set aside time to enjoy the people around you.

IF YOU ARE PLANNING ON A SHORTER TIMELINE

Prioritize date, venue, budget, guest count and key vendors first. Work through the remaining pages with your planning team.





05 / INVESTMENT

Spend with intention.

A comfortable budget gives your favorite moments room to shine.

OVERALL WEDDING BUDGET

RENTAL + STYLING ALLOCATION

Wedding category	Planned \$	Quoted / actual \$
Venue		
Food & beverage		
Rentals, linens & lighting		
Planning / coordination		
Florals & decor		
Photography / video		
Music & entertainment		
Attire, beauty & stationery		
Transport / lodging support		
Other / reserve for changes		
TOTAL		

WHERE WE WOULD LOVE TO INVEST / WHERE WE CAN SIMPLIFY

Confirm tax, delivery, setup, teardown and venue-related fees in the proposal. Amounts on these pages are entered manually.



A little clarity, a little breathing room.

Keep the next commitments visible so you can enjoy the planning along the way.

A clear commitment is a calmer one.

Keep the proposal, agreement and payment record together.

Before you approve

Confirm the scope. Check quantities, services and who handles setup and teardown.

Confirm the terms. Record payment dates and review changes or cancellations.

Use the written agreement for each commitment. Ask questions before making the next payment.

Upcoming payments

Vendor / commitment	Next amount \$	Due date / owner

Keep full invoices and payment records together. Use each agreement for the actual amount and deadline.

QUESTION TO RESOLVE BEFORE WE APPROVE



Make every guest feel expected.

Thoughtful comfort is one of the most memorable parts of a beautiful celebration.



Imagine their arrival

A clear way in. A welcoming place to gather. A comfortable seat. A lovely meal. Small acts of care shape the entire experience.

- ☐ Accessible arrival and seating
- ☐ Shade, water and restrooms
- ☐ Dietary needs shared with caterer
- ☐ Parking and transport instructions

ADULTS / CHILDREN / VENDOR MEALS

RSVP DEADLINE / LIST OWNER

GUEST NEEDS, SEATING CONSIDERATIONS AND WHO WILL HELP

GUEST LIST OR SEATING-PLAN LOCATION

Use a separate guest list for names and meal choices. Share personal details only with those who need them.





08 / THE CEREMONY

The moment you say yes.

Begin with the feeling, then give every entrance, seat and meaningful detail a place.



CEREMONY TIME / LOCATION

OFFICIANT / REHEARSAL TIME

☐ Arch or ceremony focal point☐ Reserved family seating☐ Aisle and entrance styling☐ Music / microphone confirmed☐ Welcome sign / programs☐ Accessible route and seating

TRADITIONS, VOWS OR PERSONAL TOUCHES

CEREMONY ITEMS MOVING TO RECEPTION / WHO MOVES THEM





09 / THE RECEPTION

An evening worth lingering over.

Good conversation, a beautiful meal, and a little time just for the two of you.



DINNER STYLE / TABLE AND SEATING PREFERENCE

SWEETHEART OR HEAD TABLE / DANCING AND ENTERTAINMENT

BAR, DESSERT AND SERVICE STATION NEEDS

A ROOM THAT WORKS BEAUTIFULLY

Plan tables, service areas, dancing, entertainment and clear routes together. Confirm tent and dance-floor sizes from a measured layout.





10 / THE FINISHING TOUCHES

Let the details speak softly.

Choose a small family of colors and textures, then repeat it with intention.



IVORY



CHAMPAGNE



SAGE



BLUSH



NAVY

OUR PALETTE / MATERIALS

LINEN, NAPKIN AND PLACE-SETTING DIRECTION

FLORAL, LIGHTING AND SIGNAGE NOTES

Sample palette for inspiration. Confirm finishes and colors with physical samples when available.





Gather the pieces you love.

Use these ideas to start a conversation, then circle back to what matters most.

The setting

Tent or covered space, ceremony seating, guest tables and a sweetheart table.

The atmosphere

Linens, an arch or backdrop, lighting, tabletop details and signage.

The celebration

A dance floor, cocktail tables, dessert displays, lounge seating or guest activities.



*Your three
must-haves.*

Let the rest support the
moments you love.

OUR RENTAL SHORTLIST / MUST-HAVES

ALREADY PROVIDED BY OUR VENUE OR ANOTHER VENDOR

Help us plan the practical details

☐ Delivery and access

☐ Setup and teardown

☐ Power and comfort needs

☐ Moving items between spaces

Wishlist only. Confirm availability, exact products and service scope in the written proposal.





12 / BEHIND THE BEAUTY

Give the setting a good plan.

Bring venue requirements to your consultation so the design fits the real space.

VENUE CONTACT / PHONE

LOAD-IN DATE + WINDOW

PICKUP / VENUE-CLEAR DEADLINE

ACCESS ROUTE, STEPS, GATES, SURFACES OR PARKING CONSTRAINTS

POWER LOCATIONS / VENUE RULES TO CONFIRM

☐ Venue-approved setup area☐ Tent / decor permissions checked☐ Insurance / paperwork requirements☐ Restroom and lighting plan

Our weather alternative

BACKUP LOCATION / WORKABLE REVISED LAYOUT

DECISION-MAKER + CONTACT

DECISION DEADLINE / WHO IS NOTIFIED

Confirm weather limits and any tent, power or site requirements with the responsible vendors and venue. Build the alternative into the plan before event week.



13 / THE LAYOUT

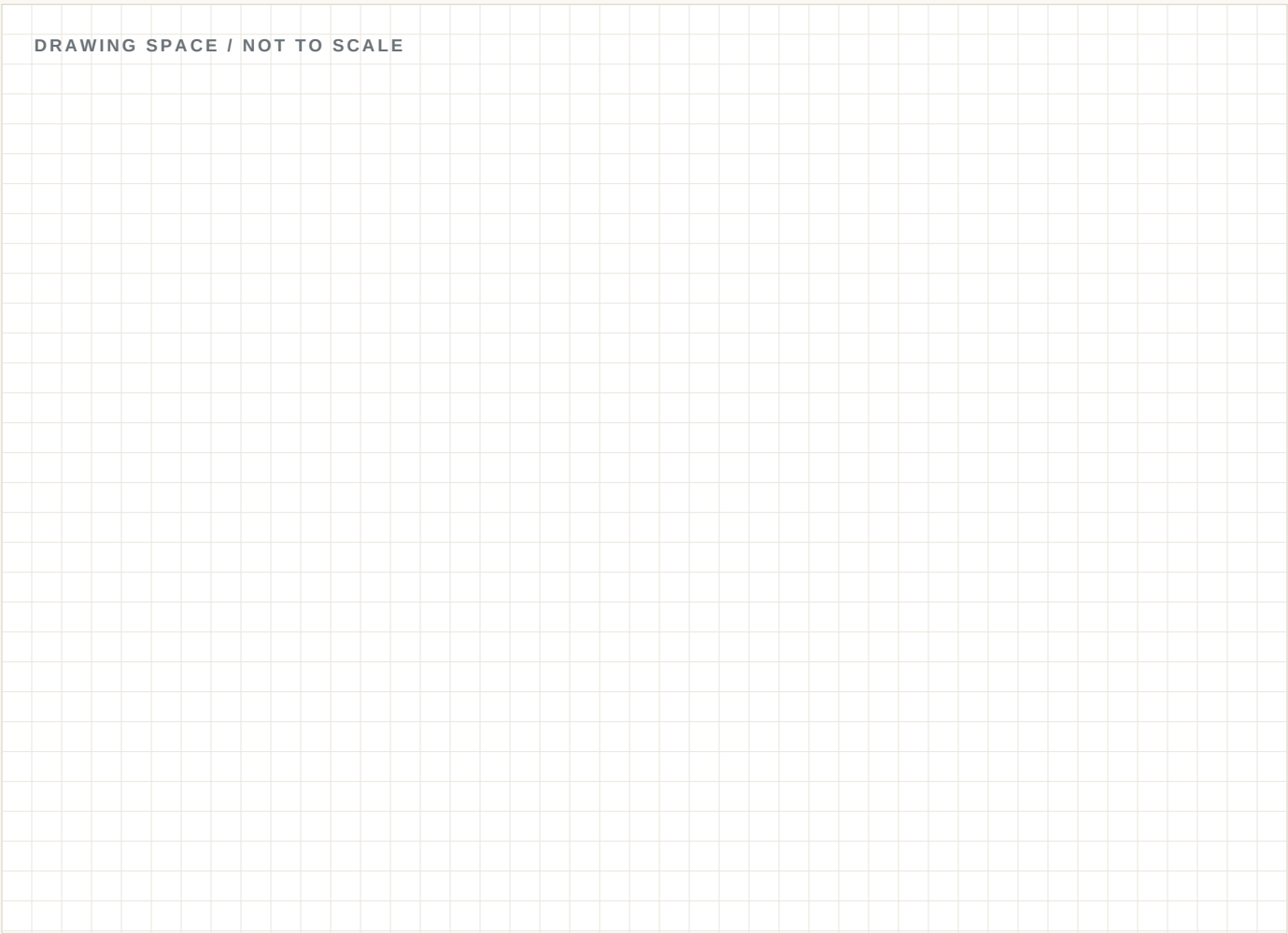
Make room for the experience.

Sketch the guest journey. A measured vendor-approved floor plan comes next.

USABLE SPACE / DIMENSIONS

PLAN VERSION / DATE

DRAWING SPACE / NOT TO SCALE



Mark: entrances, exits, tables, dance floor, DJ or band, bar, catering access, power, restrooms and accessible routes. Keep guest movement and vendor access clear.

QUESTIONS FOR THE MEASURED PLAN



14 / YOUR WEDDING TEAM

Everyone knows their part.

One current contact sheet keeps questions moving to the right person.

WHO LEADS THE WEDDING-DAY TIMELINE? / PHONE

Role	Name, company and day-of phone
Venue contact	
Rentals / setup	
Caterer / bar	
Photographer / video	
Florist / decor	
DJ / musicians	
Officiant / ceremony	
Beauty, transport or other	

SHARED TIMELINE / FLOOR-PLAN LOCATION + LATEST VERSION

Confirm the scope for rental setup and wedding coordination separately. Add a second sheet if needed.



15 / THE WEDDING DAY

A rhythm you can relax into.

Build the timing together, with room to breathe between the important moments.

Moment	Time / window	Lead person / cue
Venue access / rental setup		
Beauty, dressing & personal details		
Photos / portraits / first look		
Guest arrival / seating		
Ceremony		
Cocktail hour / room transition		
Reception welcome / entrance		
Dinner service		
Toasts / special dances		
Cake / dessert		
Open dancing		
Final song / send-off		
Teardown / venue clear		

A PRIVATE PAUSE FOR US / TIMING BUFFERS



Trade last-minute questions for calm.

Follow the dates in your agreements and share each final decision in writing.

Confirm together	Due date	Owner / status
Guest counts, meals & seating		
Rental quantities and selections		
Floor plan, access & venue approvals		
Balances and payment confirmation		
Weather plan and decision time		
Vendor timeline and arrival contacts		

The final week

- | | |
|---|--|
| ☐ Rehearsal and ceremony cues shared | ☐ Personal items labeled and packed |
| ☐ Guest care notes reconfirmed | ☐ Cleanup and returns assigned |

THE ONE REMAINING DECISION / WHO WILL HELP

You have made a plan. Leave room to enjoy it.





17 / YOUR CONSULTATION

Let us bring the vision into focus.

You bring the ideas. We will work through the rental details together.

01 Before we meet

Bring your date, guest estimate, venue details, a comfortable budget and a few favorite images. Unfinished pages are welcome.

02 During our conversation

We will explore the atmosphere you love, discuss the rental wishlist and identify site details or decisions that still need attention.

03 The next step

A tailored rental proposal with selections, pricing and scope for your review. Your booking confirms the final arrangements.

YOUR VISION

The feeling you want to create.

OUR NEXT STEP

A clear rental plan to consider together.



THE DIRECTION WE LOVE / QUESTIONS TO RESOLVE

OUR NEXT STEP / OWNER / DATE

FOLLOW-UP OR PROPOSAL REFERENCE





18 / THE HANDOFF

Be present for your own celebration.

Give your point person this page, the current timeline and the approved floor plan.

LEAD DAY-OF CONTACT / PHONE

BACKUP CONTACT / PHONE

Responsibility	Person / phone or location
Vendor questions & room transitions	
Personal decor, attire & emergency kit	
Cards, gifts, cake & personal items	
Rental returns & venue handoff	

DECISIONS THEY CAN MAKE / SPENDING LIMIT

WHAT SHOULD STILL COME TO US?





THE WEDDING
COLLECTION

All the details. *All your joy.*

The laughter. The happy tears. The first quiet moment as a married couple. A thoughtful plan makes room for it all.

*We set the stage.
You make the memories.*

Begin your conversation
rivercitysatx.com



Scan to visit
River City
Event Rentals

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