

2HANDS STUDIOS



EVENTS

The Collaborative Collection

Best suited for clients who wish to handle most of the planning details themselves but are seeking guidance with vendor management and the overall execution of the wedding, our Collaborative Planning Collection is the DIY couple's best friend. Beginning with an initial kickoff meeting as soon as you engage us, we begin developing the plan for producing your wedding. During the last 8 weeks of your planning process, your 2hands planner will ensure that you are not bogged down with managing the fine details. We take the final planning pieces off your hands, overseeing a cohesive execution for your wedding day.

Investment begins at \$3000

Setting the stage for a successful planning process

We start by getting to know you better! Communication is vital for us to ensure a seamless planning experience. Our Collaborative Collection includes two face to face meetings with your planner as well as a site visit/walkthrough at your venue. As soon as we receive our signed contract, we will schedule our first meeting.

At our first meeting, we will discuss everything you have done so far and what key elements are missing. From there, we will create a timeline for the months leading up to your big day. We will also provide access to a shared Google folder for more efficient management of contracts and documents.

If you are still looking for some vendors, we will provide you with contacts from our extensive network of industry professionals and help to facilitate securing their services for your big day.

As with all of our packages, we provide unlimited phone and email communication.

Working with your dream team to execute your vision (Pinterest board!)

Included in the Collaborative Collection is design assistance. We know how overwhelming Pinterest, Instagram, and all of the other social media platforms can be to a newly engaged couple. We will work closely with you to incorporate your unique signature into your day by providing linen, decor, and other aesthetic recommendations.

We view ourselves as “producers” of your big day, helping to manage your vendor engagement from the time we begin working with you. Once you provide us with your vendor contracts, we will reach out to acquire detailed timeline information to incorporate into our master timeline for your big day. We will develop a detailed floorplan schematic of the reception including placement of tables and chairs, food service, gift and place card tables, entertainment, etc. to share with you, your venue, and your vendors.

Seeing you through the finish line

During the final weeks of your planning process, your 2hands planner will ensure that you are not bogged down with managing the fine details. Our detailed process includes:

- Developing a wedding timeline complete with queues for musicians, notes for catering as well as information provided by your vendor team.
- Meeting with you to solidify final details and to go over personal items you wish for us to place.
- Conducting your wedding rehearsal

On your wedding day, you will have your planner for approximately ten hours. For example, she will arrive four hours before your ceremony and will remain at the reception site for an hour past the end time to assist with clean up. This can be adjusted to accommodate your wedding day. Your lead planner will also have an assistant that day to help manage setup and will typically stay until after the ceremony.

Specific wedding day activities include, but are not limited to:

- Overseeing setting and styling the ceremony site
- Checking in each vendor and reviewing day-of details
- Supporting venue, caterer, floral and decor vendors with proper styling of reception space
- Placement of personal items
- (Pre-wedding) reviewing timeline with photographer, venue, catering staff, and musicians
- Managing timeline and alerting caterers, musicians, and photographer/videographer of key event elements, transitions, traditions, speeches, and other features of your big day

- Maintaining flexibility to pivot as needed in the event of unforeseen changes or occurrences to ensure a seamless experience for both you and your guests
- Assisting with on-site guest departure and transportation coordination
- Overseeing/assisting with the breakdown, final walkthrough, and vendor departures
- Ensuring that your personal items, gifts, etc. are provided to the designated family member or friend
- ...and much, much more!

Your 2hands team:

Ally Tierney (owner) - info@2handsstudios.com

Jill Davolio (owner) - paper@2handsstudios.com

Jen Nyland (lead event planner) - jen@2handsstudios.com

Kris Archer (senior event planner) - kristen@2handsstudios.com