

2HANDS STUDIOS



EVENTS

Partial Planning Collection

The Partial Planning Collection is for the couple who may have booked their venue and begun planning but would like a professional to step in and support them throughout the remainder of the process. We will focus on your wishes, help expand on your design concept, and ensure a smooth, fun process for everyone involved. Like our Full-Service Collection, the Partial Planning process begins immediately and concludes when the last vendor has departed at the end of your wedding day.

If you think this looks just like what is included in our Full-Service Planning Collection, you are correct! The quality of service and attentiveness you will receive from your 2hands planner is the same. The major difference between the two is the level of engagement the couple would like to have in the planning process. For instance, if you've already booked your venue and a few of your vendors, have an idea of your design aesthetic, and want to be an integral part of the legwork (i.e. attend vendor meetings with your 2hands planner, having her attend without you and report back) you are a candidate for our Partial Planning Collection!

**Investment starts at \$5,000 and includes an experienced associate planner to assist with your big day.*

Setting the stage for a successful planning process

As soon as our agreement is in place, we will kick off our planning engagement by getting to know you better, assisting with budget management, and providing a timeline for what the months leading to your big day will look like.

Your 2hands planner will provide you with access to a shared Google Drive folder where we will manage all of your vendor contracts, a shared budget spreadsheet, and more. During our kick-off meeting, we will also establish a plan for the frequency of meetings/phone calls (having in mind that your 2hands planner is always accessible to you via email, phone, and text).

Style, decor, and design: bringing your vision to life

Your 2hands planner will help you develop your style and incorporate your unique signature into your day. We assist with weaving your florals, linens, lighting, furniture, stationery, and other aesthetic elements together to complete the vision for your day. Included in this package is also stationary assistance. Your planner will help in coordinating your save the dates, invitations, place cards, menus, programs, and other printed materials.

Assembling your dream team

We view ourselves as the “producers” of your big day, and any good production requires lighting, music, set design, and other key elements to bring it to life. This is where your vendor team comes in. With our comprehensive network of wedding and event professionals, we will help you research and select the vendors that best fit your style, budget, and vision and manage the engagement—from contracts to timelines and everything in between—so you don’t have to. Some examples are as follows:

- Includes proposal comparison, contract review, attendance at vendor meetings and site visits, and other duties as assigned.
- Venue and rental items (tents, linens, tables, china, chairs, portable restrooms, heaters, etc.)
- Musicians
- Transportation services (bookings, timeline)
- Floral and other décor vendors
- Catering and cake/desserts

Don’t forget the swag!

Couples often want to provide their guests with welcome bags and favors but may struggle to piece these elements together. We can help by generating ideas, shopping, assembling, or delivering these items for you!

Managing your accommodations

We coordinate room blocks at selected hotels and negotiate group rates so you don’t have to! We also ensure you’re aware of deadlines for releasing rooms so you are not penalized.

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, your 2hands planner will time her and the associate planner's arrival up to four hours before your ceremony start time and will remain at the venue and accessible until the last vendor has departed that evening.

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!