

# Gather Events

Hi There!

BY KRISTIN HAND LEWIS

I'm Kristin!

I was a third grade teacher for 12 years. I first realized I was in the wrong profession while planning my own wedding. Dreaming up the day and then putting it together was SO much more fun than I ever could have imagined. Five years and a rambunctious three year old later, I decided not to go back to my teaching career and follow my dream of assisting others in creating their perfect day. While I loved teaching, nothing quite fills my heart the way planning and executing a special gathering does. After all the decorating is done, the toasts have been made, the cake has been cut & my clients tell me how much fun they've had...I know my job is done & my heart could explode.



I look forward to helping your friends & family gather round for the event you have dreamed about!

XO  
KRISTIN

Follow Us  
& our Gather Events



@gathereventsbyhand





# Gather Events

BY KRISTIN HAND LEWIS

## WEDDINGS

Day of Coordination

### LEADING UP TO THE GATHERING

- One face to face meeting at a mutually agreeable time & location

*\*Provide guidance to the bride on things that need to be done*

*\*Provide suggestions & references throughout the planning process*

*\*Give advice on how to personalize your wedding & how to stay within your budget*

- Provide a wedding day checklist
- One site visit at a mutually agreeable time
- Unlimited email communication
- Unlimited phone communication during the month of the wedding
- Contact ALL vendors a MONTH before the wedding to introduce myself
- Create a wedding day timeline & distribute to all vendors
- Two weeks prior to the wedding, all vendors listed on the contract will be contacted to verify details of their services
- Upon request & circumstances of when payments are due, I will collect payment & give to the designated vendors on the day of the wedding

### REHEARSAL & FINAL WALK THROUGH

- Wedding rehearsal at a mutually agreeable time & location of the ceremony.
- Organize the Wedding rehearsal & assist officiant with the ceremony walk through
- Collect decor & necessities (I.E. Wedding Rings, Marriage License)
- Distribute the developed wedding day itinerary/timeline to members of the wedding party
- Participate in early set up when permitted by the venue
- Gather final payments and/or tip envelopes to give the vendors

### ON THE DAY DUTIES

- Vendor Management:

*\*Ensure all vendors arrive on time & proper set up takes place per your instruction*

*\*Distribute payment and/or tip envelopes to vendors*

- Details & Decor:

*\*Ensure all flower arrangements, escort cards, menus, guest book, candles, etc are placed in the desired locations*

*\*Organize & distribute all personal flowers to the wedding party, family members & special guests*

- Manage wedding party
- Provide Bride & Groom emergency kit (i.e. aspirin, energy bars, sewing kit, etc)
- Management & execution of timelines, troubleshooting, serving as the person in charge to answer all vendor questions, etc.
- Line of communication for the wedding party & guests
- Facilitate the Wedding Ceremony
- Coordinate with the DJ/Band all announcements & events during the wedding
- ASSIST in final break down

TWELVE HOURS  
\$1,000



The best of times are  
always found when  
Friends & Family  
gather round

KRISTIN@GATHEREVENTSBYHAND.COM