

# wildwood event co.



23

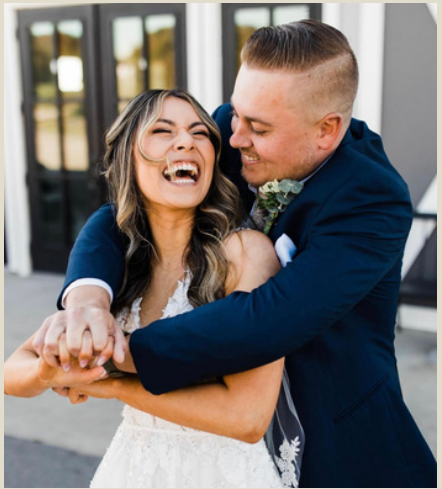
//

24

## INVESTMENT GUIDE



# recent events.



# about our services.



You've been dreaming of this day for a long time!

Your needs, wishes, and wedding dreams are of our highest priority. There are few things we are more passionate about than creating a memorable, stunning setting for loved ones from near and far to gather together to witness your love story unfold.

At Wildwood, we stay extremely organized and have been trained and certified by the best committee in the business. We will hold your hand through every step and help you make the hard decisions as we walk through the planning process.



“

“SHE WAS OUR  
SUPER HERO, AND I  
AM FOREVER  
GRATEFUL FOR  
WHAT SHE  
DID FOR US.”

I cannot recommend Kris Wood and Wildwood Event Co. highly enough! When I thought we couldn't, she said, "Of course we can!" She is thoughtful, attentive, creative, and extremely organized! After Kris met with us, and listened to our ideas, she swooped in and handled every single detail...I mean every.single.detail!!! No question was too mundane, no request too difficult. She was our super hero, and I am forever grateful for what she did for us. Please let Kris handle your next event. I promise that you will walk away feeling the relief of placing your event into her very capable hands.  
We love Wildwood Event Co.

*PAYTON + MARK*



nice to meet you.



PLANNER. WIFE. MOM. DOG + CAT MOM. DREAMER.

# HI, I'M KRIS.

*OWNER / LEAD PLANNER*

Hi! It's me - the lady who is usually behind the scenes, now up close and personal! I'm Kris Wood and I've been in the event planning industry for 4 years. I was the administrative assistant and wedding day assistant for Gather + Heart Event Co. with some of the most special friends until I just decided to go for it and start my own event planning company!

Here's a little about me:

I've been married to my sweet husband, Jeff, for 7 years and we have 2 beautiful children - our daughter, Charlie, who is 5 and our son, Oliver, who is 3! We also have a blue heeler named Sky and a golden retriever named Belle that we adore.

I'm an introvert that loves dinner parties - expressing my care for people and their stories through carefully planned events!

Music is my first love. I worked in the music industry for Sony/ATV Music Publishing for 4 years before I became a mom and haven't stopped loving it. So of course, I obsess over what brides choose to play at their weddings!

I can't believe I get to call this my job - it is a DREAM! I could not be more excited to be part of your next event!

*xo kris wood*





*your story matters*



# INVEST- MENT





# month of.

\$ 2,500

MONTH OF COORDINATION

## *Pre Wedding Day*

- monday-friday contact with planner during their set office hours
- two (2) client/planner meetings
- unlimited contact via email
- monthly e-mail "check-ins" to ensure the planning is running smoothly and on track
- take over vendor communication 6 weeks before wedding date
- production of a detailed wedding day itinerary
- receive a wedding planning checklist
- review vendor contracts
- detailed timeline will be sent one week prior to your wedding day to all vendors for review
- confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- etiquette advisement, as requested
- negotiating hotel blocks

## *Rehearsal*

- coordinate ceremony rehearsal (1 hour)
- distribute extremely detailed wedding day itinerary to wedding party, family, and attendants
- collect/coordinate final payments for specific vendors
- collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, favors, candles, programs, escort cards, chargers, etc.





# month of.

MONTH OF COORDINATION

\$ 2,500

## *Wedding Day*

- one assistant coordinator (\$150 value)
- manage the flow and timing of the ceremony and reception
- act as a liaison between wedding party, family members, and vendors
- use of extensive bridal emergency kit
- distribute bouquets and pin flowers on attendants & family members
- direct vendors (photographer, videographer, musicians, rentals, florist, etc) where to set up
- oversee setup of the ceremony to make sure all commitments are fulfilled
- distribute final payments and gratuities as needed
- set up all ceremony décor not handled by a specific vendor (i.e. guest signing item, unity candles, programs, pictures, etc.)
- line up and cue wedding party/musicians for ceremony
- give marriage license to officiant & wedding rings are present
- collect all personal wedding items and gifts and deliver to reception site or designated person
- set up/tear down all reception décor not handled by a specific vendor
- bustle wedding gown
- assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- cue Bride and Groom for all important events
- maintain & coordinate timeline for all events during reception
- clean up at the end of the night







# partial.

## *Pre Wedding Day*

\$ 3,750

## PARTIAL PLANNING

- monday-friday contact with planner during their set office hours
- four (4) client/planner meetings (in person or virtual)
- five (5) vendor meetings for the wedding planner to attend in the categories of your choice: DJ; Florist; Caterer; etc.)
- unlimited contact via email
- monthly e-mail "check ins" to ensure the planning is running smoothly and on track
- production of a detailed wedding day itinerary
- review vendor contracts
- receive a wedding planning checklist
- confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- detailed timeline will be sent one week prior to your wedding day to all vendors for review
- confirmation of all wedding vendors
- etiquette advisement, as requested
- assistance with wording of all stationary
- negotiating hotel blocks
- venue research + selection
- vendor research + selection
- negotiating hotel blocks
- favor assembly (\$200 add-on)
- budget management (\$250 add-on)
- invitations: assembly + mailing (\$200 add-on)
- tracking RSVPs (\$200 add-on)
- assemble and deliver welcome baskets (\$300 add-on)

## *Rehearsal*

- coordinate ceremony rehearsal (1 hour)
- distribute extremely detailed wedding day itinerary to wedding party, family, and attendants
- collect/coordinate final payments for specific vendors
- collect wedding day items



# partial.

\$ 3,750

## PARTIAL PLANNING

### *Wedding Day*

- one assistant coordinator (\$150 value)
- manage the flow and timing of the ceremony and reception
- act as a liaison between wedding party, family members, and vendors
- use of extensive bridal emergency kit
- distribute bouquets and pin flowers on attendants & family members
- direct vendors (photographer, videographer, musicians, rentals, florist, etc) where to set up
- oversee setup of the ceremony to make sure all commitments are fulfilled
- distribute final payments and gratuities as needed
- set up all ceremony décor not handled by a specific vendor (i.e. guest signing item, unity candles, programs, pictures, etc.)
- line up and cue wedding party/musicians for ceremony
- give marriage license to officiant & wedding rings are present
- collect all personal wedding items and gifts and deliver to reception site or designated person
- set up/tear down all reception décor not handled by a specific vendor
- bustle wedding gown
- assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- cue Bride and Groom for all important events
- maintain & coordinate timeline for all events during reception
- clean up at the end of the night



# full.

## FULL PLANNING

\$ 5,500

### *Pre Wedding Day*

- UNLIMITED client/planner contact
- UNLIMITED vendor meetings
- unlimited contact via email
- monthly e-mail "check-ins" to ensure the planning is running smoothly and on track
- receive a wedding planning checklist
- production of a detailed wedding day itinerary/timeline
- review vendor contracts
- confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- detailed timeline will be sent one week prior to your wedding day to all vendors for review
- confirmation of all wedding vendors
- etiquette advisement, as requested
- assistance with wording of all stationary
- review current budget and help make any necessary changes, adjustments or cost cutting suggestions
- invitations assembly + mailing (postage not included)
- budget management (tracking of all payments and due dates)
- assistance with securing and finalizing details
- full event design, theme and concept development
- negotiate hotel blocks for out of town guests
- assistance in arranging all transportation needs
- favor assembly (not including cost of supplies)
- rehearsal dinner location research, selection and coordination





# FULL PLANNING

\$ 5,500

# full.

## Rehearsal

- coordinate ceremony rehearsal (1 hour)
- distribute extremely detailed wedding day itinerary to wedding party, family, and attendants
- collect/coordinate final payments for specific vendors
- collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, favors, candles, programs, escort cards, chargers, etc.

## Wedding Day

- one assistant coordinator (\$150 value)
- manage the flow and timing of the ceremony and reception
- act as a liaison between wedding party, family members, and vendors
- use of extensive bridal emergency kit
- distribute bouquets and pin flowers on attendants & family members
- direct vendors (photographer, videographer, musicians, rentals, florist, etc) where to set up
- oversee setup of the ceremony to make sure all commitments are fulfilled
- distribute final payments and gratuities as needed
- set up all ceremony décor not handled by a specific vendor (i.e. guest signing item, unity candles, programs, pictures, etc.)
- line up and cue wedding party/musicians for ceremony
- give marriage license to officiant & wedding rings are present
- collect all personal wedding items and gifts and deliver to reception site or designated person
- set up/tear down all reception décor not handled by a specific vendor
- bustle wedding gown
- assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- cue Bride and Groom for all important events
- maintain & coordinate timeline for all events during reception
- clean up at the end of the night



# frequently asked.

## *how long have you been in business?*

Wildwood was founded in January of 2020 (great timing, right??) but our owner Kris worked for another event planning company for 2 years before that - so we have many years experience!

## *where are you located?*

We're based in Middle Tennessee (Nashville, Murfreesboro, Chattanooga areas) but love to travel!

## *what makes your team different from other wedding planners?*

We are in this business because we LOVE every second of it. And because stories matter to us! Your day is personal for us! We see the opportunity to help you have a more enjoyable planning experience as a privilege! You can lean on us - even if you just need to call us to vent! We consider our clients our friends and treat them as such.



## *what is the difference between your team and a venue coordinator?*

Your venue coordinator is responsible for overseeing the set-up and logistics as it relates directly to the venue. An outside wedding planner/coordinator will coordinate and manage ALL logistics and design details with your entire wedding vendor team! We will work hard to simplify the jobs of your entire vendor team, including your venue coordinator - they love us! You are our first priority. From timelines, floor plans, and all the details in between, we will work hand in hand with your venue coordinator to ensure your wedding day is flawless!

## *do you offer day of coordination?*

We refer to this package as our Month of Coordination package. This package is much more than just help on the day of the event, as we enter the planning process alongside you about 4 – 6 weeks before the big day. You get monthly check in's as well, so we can aide you during the entire planning process, not just the month of!



# let's do this!

*ready to make it official?*

## 01.

First of all, YAY! We are so honored and excited to be a part of your day. Like what the heck?!

Reach out and let me know which package you are wanting to go with!

## 02.

Sign that contract, baby! Contracts not only protect me, but also YOU. It is a super important part of working together so you know exactly what you are getting into! I will send you the contract as soon as I know what package you would like. It is super easy to sign electronically!

## 03.

A 50% non-refundable deposit down is due at signing. The invoice is sent with the contract. It is payable by debit/credit card or check.



WE WOULD BE HONORED TO HELP WITH YOUR DAY.



get in touch

[KRIS@WILDWOODEVENTCO.COM](mailto:KRIS@WILDWOODEVENTCO.COM)



thank you,

Wow! Thank you so much from the bottom of my heart for trusting us with such an incredible task. You're awesome, we're awesome. This could be the start of something good.

Let's make some magic. I cannot wait to get to know you better, dream about your wedding, and come alongside your vision.



