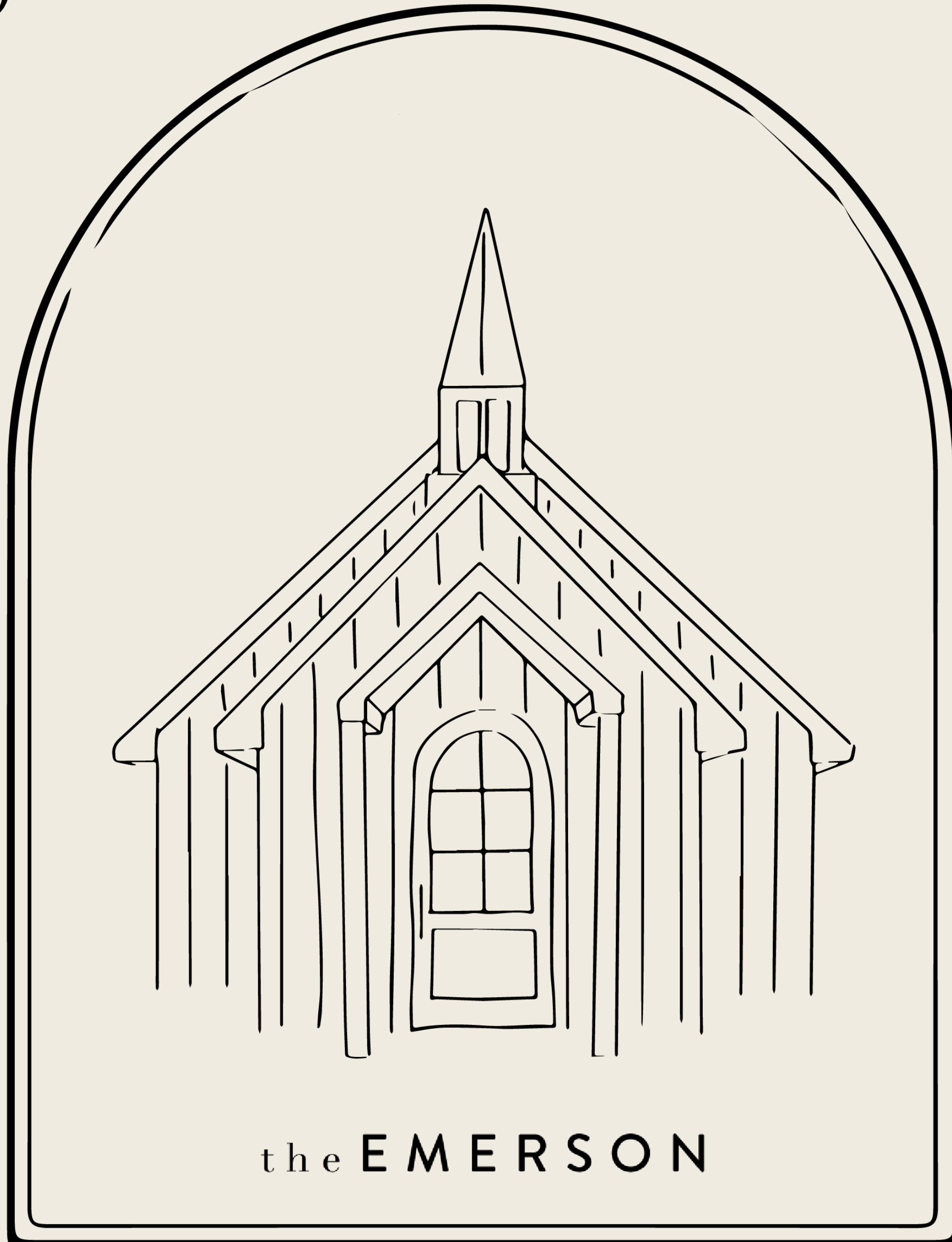


ORGANIZATIONAL GUIDE



the EMERSON

OUR GREATEST ENCOURAGEMENT IS
TO INVEST IN A FULL-SERVICE
WEDDING PLANNER OR DAY OF
COORDINATOR. IF YOU DON'T HAVE
THE BUDGET FOR THAT - DON'T
STRESS! WE'VE CREATED A LIST OF
TIPS TO HELP ENSURE THAT YOUR
BEST DAY EVER STILL RUNS
SMOOTHLY!

TIPS + TRICKS

BUILD A TIMELINE.

HAVE A CONTACT SHEET WITH PHONE NUMBERS + EMAIL ADDRESSES FOR EVERYONE WHO IS IN THE WEDDING + ALL OF YOUR VENDORS.

APPOINT A HIGHLY ORGANIZED PERSON WHO IS NOT IN THE WEDDING PARTY TO EXECUTE THE DETAILS OF YOUR WEDDING DAY, BE THE POINT OF CONTACT FOR QUESTIONS, IN CHARGE OF TELLING YOU WHEN TO WALK DOWN THE AISLE, LIGHTING CANDLES IN THE RECEPTION HALL, ETC.

PACK A WEDDING "SURVIVAL" KIT. SAFETY PINS, HAIRSPRAY, DEODORANT, TYLENOL, BOBBY PINS, STEAMER, FASHION TAPE, BAND-AIDS, TIDE TO-GO, TAMPONS, ETC.

DON'T FORGET EXTRA ITEMS LIKE: GUEST BOOK, PENS, CAKE STAND, CAKE CUTTER, BOTTLE OPENER, STEAMER, ICE, COOLER, CHANGE OF SHOES FOR THE RECEPTION, ETC.

CELEBRATE RESPONSIBLY. IF YOU'RE SERVING ALCOHOL, MAKE SURE THAT GUESTS PLAN AHEAD + HAVE A SAFE RIDE HOME. CARS ARE NOT ALLOWED TO BE LEFT ON OUR PROPERTY OVERNIGHT.

BUILD A TIMELINE

THINGS TO CONSIDER WHEN BUILDING YOUR TIMELINE:

- HOW MANY HOURS DOES YOUR WEDDING PACKAGE INCLUDE AT THE EMERSON? MAKE SURE TO INCLUDE ENOUGH TIME FOR SET UP + TEAR DOWN.
- WHAT KIND OF LIGHTING ARE YOU AIMING FOR DURING CEREMONY OR PORTRAITS DURING COCKTAIL HOUR!? (YOUR PHOTOGRAPHER WOULD BE A GREAT RESOURCE FOR LIGHTING QUESTIONS!)
- DO YOU WANT A LONG RECEPTION? IS DANCING IMPORTANT TO YOU? WOULD YOU RATHER FOCUS ON A LONGER DINNER SERVICE?

THINGS TO INCLUDE IN YOUR TIMELINE:

- GATES OPEN AT THE EMERSON
- ARRIVAL TIME AT THE VENUE
- VENDOR ARRIVALS + DROP OFFS
- FIRST LOOK
- WEDDING PARTY PHOTOS
- CEREMONY
- COCKTAIL HOUR
- SUNSET PORTRAITS
- START OF RECEPTION
- START OF DINNER
- TOASTS
- FIRST DANCE, FATHER/DAUGHTER, MOTHER/SON, ETC
- DANCE FLOOR OPENING
- CAKE CUTTING
- BOUQUET + GARTER TOSS
- GRAND EXIT
- TEAR DOWN
- GATES CLOSE AT THE EMERSON

*SHARE YOUR TIMELINE WITH YOUR WEDDING PARTY, IMMEDIATE FAMILY, VENDORS + VENUE SO THAT EVERYBODY IS ON THE SAME PAGE!

EXAMPLE OF A CONTACT SHEET

VENDORS:

	A	B	C	D	E	F
1	vendor	service provided	contact name	phone	email	instagram handle
2	Hello Flawless Artistry	hair + make up	Erika	214.216.6362	info@helloflawlessartistry.com	@helloflawlessartistry
3	Lo + Co. Media	photographer	Lauren	214.600.2626	lauren@loandcomedia.com	@loandcomedia
4	North Mark Films	videographer	Christopher	619.677.4717	hello@northmarkfilms.com	@northmarkfilms
5	Olive Grove Design	florals	Olivia	817.676.4325	olivegrovedesign@gmail.com	@olivegrovedesign
6	Le Bon Rentals	linens + tabletop rentals	Kaley	214.810.3309	lebonrentals@gmail.com	@lebonrentals
7	Butterfly Cakery	cake	Brittany	469.661.8992	info@butterflycakery.com	@butterflycakery
8	Luminate Photo Booth	photo booth	Trenton	972.730.3023	info@luminatebooth.com	@luminatebooth
9	Vestals	catering	Alex	469.999.2977	alex@vestalscatering.com	@vestalscatering
10	Nightowl	coffee bar	Corbin	972.679.2638	howdy@nightowlcoffeecart.com	@nightowlcoffeecart
11	Le Force	DJ	Adante	214.302.8564	adante@leforcedjs.com	@leforcedj

FAMILY:

bride's family	relation to the bride	phone		groom's family	relation to the groom	phone
Sheila Gibson	mother	214.577.3053		Michelle Aseltine	mother	713.417.4403
Patrick Gibson	father	832.209.2209		Cliff Aseltine	father	832.209.2209
Gabby Gibson	sister	713.412.7063		Kendall Aseltine	sister	409.876.9901
Shelby Gibson	sister	713.417.4403		Gary Granere	grandfather	214.577.3053
Charles Gibson	grandfather	409.876.9901		Sheron Granere	grandmother	713.417.4403
Marilyn Gibson	grandmother	713.417.4403				

WEDDING PARTY:

name	role	phone		name	role	phone
hannah	maid of honor	214.577.3053		eric	best man	409.876.9901
gabby	bridesmaid	832.209.2209		cole	groomsmen	713.417.4403
shelby	bridesmaid	713.417.4403		nick	groomsmen	936.903.2149
sarah	bridesmaid	409.876.9901		garrett	groomsmen	832.209.2209
georgia	bridesmaid	936.903.2149		matt	groomsmen	214.577.3053
anna	flower girl			caleb	ring bearer	713.412.7063

BY DELEGATING TASKS + APPOINTING A HIGHLY ORGANIZED PERSON TO EXECUTE YOUR WEDDING DAY, YOU GET TO ENJOY EVERY MOMENT AND NOT GET CAUGHT UP IN THE MILLIONS OF DETAILS OF RUNNING YOUR WEDDING DAY!

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- HONORING + STAYING ON TRACK WITH YOUR TIMELINE
- OVERSEEING OR EXECUTING SET UP + TEAR DOWN
- BEING THE POINT OF CONTACT FOR VENDORS DAY OF THE EVENT
- TELLING YOU, YOUR FAMILY + WEDDING PARTY WHEN TO WALK DOWN THE AISLE
- LIGHTING CANDLES
- BUSTLING YOUR DRESS FOR THE RECEPTION
- RELEASING TABLES TO GET IN LINE FOR DINNER
- IN CHARGE OF MAKING SURE YOUR BAGS FOR HOTEL/HONEYMOON ARE PACKED IN THE GETAWAY CAR
- SEND WEDDING GIFTS HOME WITH DESIGNATED, TRUSTWORTHY PERSON

THINGS TO CONSIDER WHEN CHOOSING SOMEONE FOR THIS ROLE:

- CHOOSE SOMEONE WHO IS NOT IN THE WEDDING THAT CAN FULLY FOCUS ON EXECUTING ALL THE DETAILS OF YOUR DAY
- CHOOSE SOMEONE WHO IS HIGHLY ORGANIZED + DETAIL ORIENTED
- CHOOSE SOMEONE WHO IS A GOOD COMMUNICATOR
- CHOOSE SOMEONE WHO IS CREATIVE + A SKILLED PROBLEM SOLVER
- CHOOSE SOMEONE WHO IS PATIENT + WORKS WELL UNDER PRESSURE

MISCELLANEOUS ORGANIZATIONAL TIPS

SET UP A SPECIAL EMAIL ADDRESS DEDICATED TO YOUR WEDDING

IT'S EASY FOR VENDOR EMAILS TO GET LOST IN THE SHUFFLE OF YOUR INBOX. THIS WOULD BE A GOOD SPOT TO STORE ALL INVOICES + REGISTRY LOGINS. EXAMPLE: THEGIBSONS2022@GMAIL.COM OR JAKEANDPAIGE@YAHOO.COM

ORGANIZE RECEPTION DECOR BY TABLE

LABEL THE BOX WITH THE DEDICATED TABLE NUMBER. PACK + INCLUDE ALL PLACE SETTINGS, NAME CARDS, VASES, CANDLE STICKS, TABLE NUMBER SIGN, ETC. IN EACH BOX

STAY HYDRATED + FED

SCHEDULE OUT TIME FOR A FAMILY MEMBER TO DROP OFF FOOD OR HAVE LUNCH DELIVERED TO THE VENUE + DRINK PLENTY OF WATER.

WHAT YOU CAN EXPECT FROM THE EMERSON DAY OF

- 1-2 EMERSON STAFF MEMBERS ONSITE TO GREET YOU AS YOU ARRIVE
- FLOOR PLAN + RENTALS SET PRIOR TO YOUR ARRIVAL SO THAT YOU'RE NOT HAVING TO MOVE ANY FURNITURE
- AC/HEAT SET TO YOUR LIKING
- STAFF HELPING DIRECT GUESTS TO THE CHAPEL FOR CEREMONY
- KEEPING BATHROOMS + TRASH REFRESHED

WE HOPE THAT THIS GUIDE
BLESSES YOU + ADDS VALUE TO
YOUR WEDDING PLANNING
PROCESS! WE KNOW THAT IT CAN
BE OVERWHELMING - IF THERE IS
ANY OTHER WAY THAT WE CAN
SERVE YOU, PLEASE DON'T
HESITATE TO ASK!