**Event Planning Services**

**Client Consultation** ~ *we meet with every client face to face to go over all their desires and hopes for their special gathering. We can suggest a location such as a rustic barn, open field, apple orchard, farm, lake, historic town hall or venue. Already have a location in mind? No problem, we can travel anywhere in New England with our professional staff and create a memorable gathering to meet all your expectations.*

**Develop & Mail Invitations** ~ *creating and designing unique rustic or themed invitations containing general information regarding the upcoming gathering, accompanied by any special instructions such as parking, suggested attire, overnight accommodations, etc. All supplies are furnished at the clients cost.*

**Communication with Guests** ~ *regular communication with guests, answering and/or facilitating any questions regarding the event, assisting with overnight accommodations and area questions, keeping track of RSVP replies, facilitating special needs requests by guests such as handicap accessibility, special medical or dietary needs, etc. Also, to include any special arrangements a guest would like to fulfill for the honoree or with regard to the gathering type.*

**Coordination of Event** ~ *lead person working closely with all staff and independent vendors, if any, to coordinate timing and satisfaction of each facet of the Special Gathering. We handle any unforeseen issues that may arise quickly and efficiently in a professional manner. This includes communication with the Cake Decorator, DJ, Venue or Hotel Manager/Owner, Bartender, Photographer, Caterer, Florist, Special Guests, Bands, Tent or Rental Company and the Client, as needed.*

**Decorating the Gathering Venue** ~ *creating a unique rustic, yet elegant atmosphere by using bark signs, ceramic crocks, metal tins, wooden crates, swags of white material, simple ribbons & candles are just some examples. We have an instinctive ability to incorporate nature and natural products of New England into our gathering events which we call “country chic”. This service also includes setting up chairs, tables, developing and executing table & event décor and taking down of all the decorations, signs and event information bringing the venue back to the condition it was before the event began. Addition staff will be quoted separately. Also, a light cleaning, sweeping the floors and wiping off counters and tables used for the event. Rustic Gatherings will be responsible for securing the facility and returning the keys, if any to the venue owner. Rustic Gatherings is not responsible for guest conduct at the venue, nor any damage directly related to a guest and/or client which is out of our control.*

**Unique Guest Gifts** ~ *our specialty is creating unique themed gifts for your guests. Some are related to the theme of the gathering event or they can represent the honoree’s personality, hobbies or likes.*

**DVD & CD Creation** ~ *creating slideshow movies with pictures, scrapbook pages and special sayings. Produced and edited, set to special music this movie can be both uplifting and light with laughter or pull on the heart strings while taking you along a journey of life’s travels. These memorable movies can be copied and supplied to each guest at a cost of $15 per copy. They come with a laser printed picture on the DVD and a plastic case for its protection.*

*We also can create a music CD for your guests to take home a memory of your special gathering. Your specially created discs can have a list of songs played throughout your gathering, each time it is played it will bring back memories of the time they spent with you. They come with a laser printed picture with a list of songs on the CD cover and a plastic case for its protection. These also can be offered at $7 each.*

Hourly Rate $30 plus labor cost of additional staff, if needed.

In closing, it is our goal to meet and exceed all your expectations for this special gathering. We have a unique style and rustic country flare that we hope you’ll find attractive. We are a “one stop shopping” company that meets all your gathering needs. Why have a different vender to handle each task separately which can lead to communication errors on your special Gathering day. We are a hands-on, person to person company that works closely with our staff and business affiliates. We handle each event specific to the gathering occasion and or the honoree paying special attention to every detail and desire of the client. Thank you for choosing Rustic Gatherings for your Event needs.

Sincerely,

Sandra Donahue

Rustic Gatherings, Owner