



LOOK BOOK | IN-HOUSE OFFERINGS



INTRODUCING

*The*

**PARLOUR**

IN-HOUSE PLANNING

IN PARTNERSHIP WITH

The Gathering Co.



The truly intimate event takes experts who understand the curation of beautiful and meaningful details to make your wedding story unlike any other.

You won't find a partnership like this anywhere else, and we are honored that you chose this unique venue with an experienced planning team. You and your wedding day dreams are in good hands, and we are so excited that you are here!



# MEET TGC



## OUR STORY

The Gathering Co. was started after a long day in her corporate cubicle as a Marketing Assistant and an email to her husband saying, "it's about time." Chelsy comes from a large family with a mixture of event creatives and military backgrounds and says this has given her the best balance of structure and art. Before TGC, she always had designed and created work for others, hosting and curating moments of joy, so it made sense when this passion became too much of a priority not to do something about it. After six months of working two jobs, she chose her company and ran for it - and hasn't turned back since. Through years of learning, growing, praying through doubts + direction, and meeting vulnerability + self-confidence, this company has and continues to be made of strength, a deep love for people, and a passion for unique + intentional gatherings.

Chelsy's passions for the future - - She wants (and we know she will) to own three business by the time she's 30, strive for more + more balance in her personal + professional life, see other creatives thrive, continue to grow in creative knowledge, and to always seek continued maturity as a designer + planner for her beloved couples, vendors, and teammates!



We're a local event planning company in the beautiful Carolinas + beyond. We have a RAD team of 10 - each bringing a touch of their own unique personality and creative talents to TGC. Our creative corner of this industry started out of our deep love for love, design, and creating a gathering so special to your unique story + style.



**CHELSEY**  
Owner,  
Head Planner  
& Designer



**LOWELL THOMAS**  
Owner & In-House  
Officiant



**HANNAH T**  
Office Manager  
& Designer



**WHITNEY**  
Event Lead &  
Designer



**GRACEN**  
Event Lead &  
Designer



**DEANNA**  
Event Lead &  
Stylist



**JULIE**  
Social Media  
Manager



**KATIE**  
Coordinator's  
Assistant



**JENN**  
Coordinator's  
Assistant



**HANNAH K**  
Coordinator's  
Assistant

the daring creatives



# Event MANAGEMENT+PLUS



A package curated  
just for  
The Parlour Couple

*10 weeks of pure bliss*

**In-house**

**add-ons available**



If you need a little more help without breaking the budget, this Event Management Plus+ package is the perfect fit and features so many sweet perks for The Parlour couple! Our in-house team will keep you inspired, check off essential tasks, craft your layout and timeline, and handle all the detailed questions that come up along the way. Imagine your planning meetings in the stunning Parlour chapel with a top planning team on site. All you have to do? Relax, and let us tell your beautiful story!



"It was not only extremely organized,  
but it was extremely relaxed...they  
are simply amazing!"

*previous bride*



before the wedding  
day our team will...

- Connect over an initial call
- Provide a complimentary welcome gift
- Host your Inspiration Meeting at an Open House up to 1 hour
- Provide more time for planning correspondence (10 vs 8 weeks from wedding)
- Grant full access to TGC + The Parlour's decorative smalls (available on inventory list)
- Work with your venue team, sharing specific knowledge of best layouts, tent rental, use of the grounds, and event sequence
- Coordinate + attend rental appointment
- Expert advice and suggestions on wedding vendors (as needed)
- Access to a parlour specific planning portal with all your TGC curated resources + tools.
- Craft your personalized timeline for your wedding day
- Curate an intentional layout + weather plan
- Lead your walk-through meeting 4-6 weeks out
- Coordinate final decor review
- Act as vendor liaison following walkthrough
- Coordinate your (complimentary) 1-hour rehearsal at The Parlour
- Assist with early decor drop at rehearsal

on the wedding  
day our team will...

- Have early access to The Parlour to make sure all is perfect before your arrival time
- Welcome you with a bottle of bubbly + snacks to get the day started
- Manage day-of communication with vendors
- Check on the wedding party throughout the day/evening
- Stay the entire event! Your In-House Planner is present throughout the event to make sure your needs are met and all goes smoothly!
- Provide a wedding emergency kit (sewing kit, lighters, scissors, body tape, bobby pins, and more!)
- Have an assistant on-site
- Coordinate setup + maintain a schedule with vendors throughout the entire event
- Direct guest seating, ceremony processional + wedding party intros
- Provide guidance and distribution of vendor tips + remaining payments as needed
- Pack personal gifts/decor after exit
- Manage venue clean-up and dream team high-fives at the end of your event - Congratulations!

the details



# Design & COORDINATION +PLUS



An experience curated  
just for  
The Parlour Couple

*details both large and small*

**Investment add-on:  
starting at \$1,500**

We understand that every detail both large and small, are important on your special day. Our team works to craft intentional wedding designs through learning your story, all while developing a unique vision that speaks to you as a couple.



before the wedding  
day our team will...

- Intentional Inspiration meeting at a monthly open house of your choice
- Open hours by appointment to visit the venue
- Welcome gift!
- Correspond with design-related topics
- Introduction call to get to know you more!
- Preferred vendor's list
- Planning guide checklist
- Personalized planning portal + schedule
- One of a kind, TGC Design Plan
- Host meetings to cover your design plans
- Inquire + book design-based vendors (florist, rentals, specialty rentals, cake/dessert design, signage, and more!)
- Organize a final decor list for final details
- Provide unlimited correspondence starting 8 weeks prior to wedding day
- Create an hour-by-hour wedding day timeline
- Curate expert layout for wedding day!
- Create a detailed weather plan
- Lead walk-through of venue space
- Act as main contact for vendors, starting 8 weeks out from wedding day
- Direct ceremony rehearsal, one hour



on the wedding  
day our team will...

- Early access to the venue
- Full access to TGC + The Parlour's smalls (see inventory list here)
- Provide communication to vendors
- Check in with wedding/bridal parties
- Arrive on site when venue doors open
- Manage timeline + plans the entire event
- Bring an emergency kit for planner, wedding, and bridal needs! (example: sewing kit, lighters, scissors, body tape, bobby pins, and more!)
- Have 1-2 additional assistants on-site
- Provide a complimentary bridal gift!
- Execute/Manage design/plans set up day of
- Coordinate setup + schedule of full event
- Direct walk times for ceremony + intros!
- Act as main contact for vendors: they come to us - not you!
- Distribute vendor tips + remaining payments (please have in an envelope)
- Pack personal gifts/decor
- Manage venue clean up

"every design detail she touched was made SO beautiful, but also SO reflective of us as a couple."

*previous bride*

the details



# Fall WEDDING PLANNING + PLUS



An experience curated  
just for  
The Parlour Couple

*Let's create magic*

**Investment add-on:  
starting at \$4,000**

Our team works to guide + create the day our couple's have always envisioned. We listen to their thoughts, embrace their vision, and immerse ourselves into THE big day, all while working to design, style, and detail every last bit of this epic wedding day — booking the perfect venue, choosing a caterer that represents you and your guests, creating timelines, designing a dreammm day, and so much more!



before the wedding  
day our team will...

- Intentional Inspiration meeting at a monthly open house of your choice
- Open hours by appointment to visit the venue
- Fun welcome gift!
- Planning portal customized for your plans
- Introduction call to kickstart plans!
- Host progress meetings, monthly
- Provide unlimited correspondence
- Confirm rentals with venue, including tent
- Share our preferred vendors list
- Create and assist with full venue layout
- Construct a wedding planning timeline
- Managing inquiries + booking vendors
- Contact vendors throughout the process
- Assistance with invitation sourcing + sending
- Act as main contact for chosen vendors
- Budget management + invoice tracking
- One of a kind TGC design
- Present color palette + styling ideas
- Give expert advice on seating chart
- Create a detailed rain plan
- Run a final walkthrough of the space
- Make + distribute wedding timeline vendors
- Direct ceremony rehearsal, one hour

on the wedding  
day our team will...

- Early access to the venue
- Full access to TGC + The Parlour's smalls (see inventory list here)
- Provide communication to vendors
- Check in with wedding/bridal parties
- Arrive on site when venue doors open
- Manage timeline + plans the entire event
- Bring an emergency kit for planner, wedding, and bridal needs! (example: sewing kit, lighters, scissors, bobby pins, and more!)
- Have 1-2 additional assistants on-site
- Provide a complimentary bridal gift!
- Execute/Manage design/plans set up day of
- Coordinate setup + schedule of full event
- Direct walk times for ceremony + intros!
- Act as main contact for vendors: they come to us - not you!
- Distribute vendor tips + remaining payments (please have in an envelope)
- Pack personal gifts/decor
- Manage venue clean up

"Chelsy and her team did an anamazing job keeping the whole day on schedule, working with our venue and vendors, and making sure my husband and I (and our families) didn't have to worry about anything!"

*previous bride*

the details





"We started with the strong belief that there is something so special, so significant, and unbeatable about gathering with your closest friends and family to celebrate love and life's exciting events. Our team works to create unique, one-of-a-kind gatherings that focus on our client's story and style —ending in an unforgettable event and an enjoyable planning experience. The Parlour at Manns Chapel is the perfect setting, and we are so excited about this beautiful partnership!"

**- Chelsy, Owner + Lead Planner- The Gathering Co.**

"The Gathering Co. is an award-winning brand that aligns deeply with The Parlour's mission to gather thoughtfully and celebrate small - where "small" means well-curated and the mark of meaningfulness. They are a super-stylish, passionate and creative team serving as our in-house planning partners to coordinate weddings and events that celebrate your love story.

The Gathering Co. shares a love for The Parlour couple, a unique design aesthetic, and supreme talent for working in an intimate setting- we are megafans of their work and so happy to be your venue and planning dream team. "

**- Aimee + Yvette; Co-founders - The Parlour at Manns Chapel**





A man with a beard and long hair, wearing a dark green denim jacket over a light grey t-shirt, is smiling and looking towards a woman. The woman has long, wavy brown hair and is wearing a sleeveless olive green top with a long black beaded necklace. They are standing in front of a white, draped fabric background. To the left, there is a small arrangement of dried flowers and branches.

## NEED A TOUCH OF SOMETHING MORE?

We have an in-house officiant (Chelsy's hubby, Lowell Thomas!) that offers ceremony services to help your event run a little smoother and complete your wedding day vision! Officiating can be added onto any package you see here. Inquire further for more details.