SIGNATURE CEREMONY & RECEPTION PACKAGE

OUTSIDE COORDINATOR REQUIRED

GENERAL:

- Venue Administrator will answer all communications via email
- Venue Manager assigned at 3 month mark for two appointments
  - *Venue Manager is subject to change at any time*
- Online Payments
- Guest Portal

VENUE:

- Indoor Furnishes Included
  - *Rectangles, Round Tables, High Tops*
  - *Ceremony & Reception Chairs*
- Getting Ready Suite
  - *Opens 9am the day of your event & closes at the time of your ceremony*
- Outdoor Furnishes Included
  - *Outdoor Gardens & Greenspace*
- Full Service Bar Set Up

DAY OF:

- Venue Manager shortly before ceremony
  - *Responsible for: Bar, Venue, Team*
- Team onsite to handle venue requirements

STRUCTURED APPOINTMENTS:

- Optional Tour (1)
- Layout Consultation with with one of our Creative Designer *(30 Minutes)*
- Decor Consultation with one of our Creative Designer *(1 Hour)*
- 3 Month Virtual Meeting with Venue Manager
- Final Review Meeting with Venue Manager

See back side for Outside Coordinator Requirements

OUTSIDE COORDINATOR REQUIREMENT:

- Planner can be a paid professional or Master/Mistress of Ceremonies
  - *Direct Family Members, Parents and Wedding Party may not fulfill this role*
- Present at Final Review Meeting
- On site all day (arrival of client until last guest leaves at end of the night)
- Responsible for assisting Venue Manager:
  - *Underage Drinking*
  - *Venue Related Issues*
  - *General Troubleshooting*
- Responsible for all personal items
- Responsible for setting up all of personal decor
- Responsible for clearing all personal decor
- Responsible for transportation of all person decor
- Responsible for managing vendors
- Responsible for coordinating between DJ and Photographer
- Responsible for dismissing tables and working with catering company on timing throughout the event
- Responsible for managing timeline
- Responsible for coordinating ceremony
- Responsible for all dessert/late night snack
- Responsible for timeline
- Responsible for clean up of personal items