

Signature Ceremony & Reception

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

STRUCTURED APPOINTMENTS:

- Optional Tour (1)
- Decor Consultation with our Senior Creative Designer (*1.5 Hours*)
- 3 Month Virtual Meeting with Venue Manager
- Final Review Meeting with Venue Manager

See back side for Outside Coordinator Requirements

VENUE:

- Indoor Furnishes Included
 - *Rectangles & Round Tables, Black Willow Chairs, 3 Wooden High Tops, Standard High Tops*
 - *The Lounge with custom bar and fireplace*
- Outdoor Furnishes Included
 - *Patio Furniture & Adirondack Chairs*
 - *Outdoor Bar & Greenspace*
- Full Service Bar Set Up
- Access to Venue at 12pm - close 1 hour after bar package ends (in spring of 2027)
- 1 Getting Ready Suite Space, access at 9am (in spring of 2027)

DAY OF:

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