

Event Coordinator Services

If you could use a little extra help with your event, Barnwood Events' Event Coordinator Services may be the extra boost you need. Your assigned coordinator will meet with you prior to your event and work through details as it approaches. They're there throughout your entire event - from set up to take down - to decorate, coordinate with vendors, and keep your event on track.

\$500 fee

Pre-Event

- 1-hour meeting with customer to discuss all event details and timeline for day
- Confirm details and timeline with all vendors - caterer, rental company, bakery, photographer, etc.
- Order linens through Event Essentials based on custom layout (cost of linens extra)
- If no conflicts with Barnwood, one hour access to the venue the day before the event to drop off items and finalize set up
- Email correspondence as needed as you plan your event

Day-Of

- Placement of linens
- Decorate space with decor included from Barnwood Events and decor brought in by customer
- Manage timeline of event if requested
- Greet and direct all vendors
- Act as point of contact for all questions from vendors so you can focus on enjoying your event
- Assist in packing up all decor, rentals, leftovers, and other items to be taken with customer at end of event

Need more help with your event?

Our Event Coordinators can assist with planning and ordering catering and deciding on other vendors for an additional fee.



Barnwood Events

— EST. 2020 —