

# Month-Of Coordinator Services

---

On the day of your wedding, there are so many details that need attention. Often, friends and family are asked to help with these details and overall event coordination - but it can leave them feeling like event staff. While they can be helpful, most are not trained or experienced in being a wedding coordinator, and sometimes things fall through the cracks.

Barnwood Events has Month-Of Coordinators on staff to allow you and your guests to be fully present on your wedding day. They manage weddings at Barnwood frequently, so they are experts on the venue and how ceremonies and receptions run best. When hired, they handle all the details so you, your family and friends can all enjoy and create memories that last for a lifetime.

Our Month-of-Coordinator services start 3 months before the event date and their duties are listed below. In addition to being your month-of-coordinator – our coordinators can also help with choosing vendors, designing your dream wedding, and planning to help you achieve your vision for an additional fee.

***\$1,200 fee. \$600 deposit to book, remaining \$600 due 30 days before wedding.***

## Pre-Wedding

Two planning meetings with the couple

*One-hour meetings prior to your event date to include: creating a detailed schedule for the day of the event, making sure the coordinator has the vendor names and contacts, that the vendor has the correct coordinator contact information for the day of the event, and ensuring that any special setup request(s) are noted. You can always email the Barnwood staff or your coordinator with questions.*

Lead one hour ceremony rehearsal (for ceremonies held at Barnwood Events)

Share timeline with vendors and determine their needs for the event

## Day-Of

Set up

*Helps with set up and decorating of ceremony and reception spaces based on plan made at planning meetings. This includes set up of decor provided by Barnwood and your own decor.*

Point of contact and schedule keeper

## Direct vendors

*Works with vendors to deliver and set up linens, décor, flowers, music, etc. according to the schedule and directions given during planning meetings.*

## Instructs caterer

*Directs caterer where to park vehicle and unload, where to place food on buffet, ensures leftovers are packaged as requested, and reviews caterer checklist after the meal to ensure proper clean up.*

## Coordinates reception

*Organizes details on schedule including grand entrance, first dance, dinner, toasts, and cake cutting. Ensures photographer and DJ are on the same page.*

## Post-Wedding

### Organizes and ensures proper clean up

*Organizes and helps with packing up of decorations, gifts, cards, florals and leftover food. Personal items in the dressing rooms will need to be assigned to someone in your party.*

*Packs rental items and puts in proper containers. For larger rentals, you must make arrangements with Barnwood and rental company when pickup will take place prior to your wedding day.*

*We recommend you have a vehicle available as all items must be removed from Barnwood by midnight. If you have rented the farmhouse, we can move the items there.*

**It was the best day, and I can't say enough about the staff. They did everything for us - and hiring their day of coordinator was the best money we spent. She handled it all and we had no stress leading up to the big day.**

*Barnwood Bride*



**Barnwood Events**

— EST. 2020 —

*Thanks for choosing Barnwood!*