



# DAY OF COORDINATOR DESCRIPTION

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-Throughout your wedding planning an In-House Day of Coordinator will be available to answer questions about Merrick Hollow.

-45 days prior to your wedding a Merrick Hollow questionnaire will be sent to you that will help your coordinator gather information such as names, contact information and services provided by your chosen vendors.

-30 days prior to your wedding a scheduled meeting with your In-House Day of Coordinator will be available to discuss your timeline, room layout, specific ceremony details, and chosen vendors. The In-House Coordinator will then work with the wedding planner or bride and groom to assist in building a wedding day timeline. This timeline will have basic things such as your arrival, vendor arrival, grand entrance, cake cutting, first dance, bouquet toss/garter toss, and exit time. Also, it will have your vendor contact information/their time of arrival and your ceremony processional order.

-2 weeks prior to your event your In-House Coordinator will provide you a simplified rough draft timeline based on the information you have provided.

-1 week prior to your event a final timeline will be provided AND our In-House Coordinator will call your vendors to confirm their arrival time/date and answer any questions they may have about our venue.

With this information, your In-House Coordinator can handle one of the most important Day-of Coordinator duties: making sure everything goes smoothly. Providing us with additional special details will help keep things flowing smooth for you. If you have a more detailed timeline feel free to share that with us as well.

Your Day of Coordinator will not be in contact with your vendors until 1 week prior to your event. We encourage you to have conversations with your vendors on the major details related to their services so that we can all make your day go as planned.

Your coordinator will be there during your rehearsal if you choose to have one and walk you through the steps for your processional. The in-house coordinator will be onsite the entire day to assist with setting up décor, help with vendor setup and giving direction to help manage your planned timeline. At the conclusion of the night, assistance will be provided by helping to gather items brought in and also a final walk through will be done to make sure nothing is left behind and your exit checklist is complete.