

# DAY OF COORDINATOR

## REQUIREMENTS FOR THE DAY OF COORDINATOR

### DAY OF YOUR WEDDING

- Management of all on-site vendors
- Logistics and guest experience management.
- Oversee room set up and all personal decor set up including: welcome sign, seating assignments, guest book, linens, wedding favors, centerpieces, dessert displays, wedding gifts and any other design items.
- Create and manage day of timeline which should be provided to all vendors and Neu Neu staff prior to event day.
- Coordinate vendors and events throughout the day.
- Meet and greet guests, facilitate ceremony, cocktail hour, and reception.
- Oversee and assist with Room Flip
- Make sure guests know where they are going for different timeframes (ie. cocktail hour), and help facilitate transition of events.
- Coordinate collection of gifts, guest book, cameras, and personal items to be removed from the venue by a designated person
- Remain on site until all guests depart to do a final walk through of facility with the Neu Neu team.
- Assist in refuse removal of any remaining debris after the event.

**Coordinators cannot be guests and are not allowed to drink on site**, as is the rule with all vendors. If the Neu Neu team is required to step in for your coordinator for any reason, fees may apply.

### RECOMMENDED PRE-WEDDING RESPONSIBILITIES

- Vendor management begins prior to your event date.
- Coordinator becomes the primary contact for all vendors and communicates all load in/arrival instructions.
- Confirm all vendor orders and quantities on rental items according to your vendor contracts.
- Creates a minute-by-minute timeline of your event day and shares that with the vendor team.
- Communicates with The Neu Neu about any contract questions or additional rental requirements.

### WHAT DOES OUR VENUE STAFF DO?

Some of our main responsibilities that relate to the venue are obvious like making sure the space clean, functioning, and presentable. Setting up tables and chairs we provide in your rental package based on the floorplan agreed upon with the Neu Neu team prior to event day. Opening the venue and unlocking doors at the beginning of your rental period. Managing the parking lot. Directing the unloading of vendors as they set up.

Given our experience, we can also advise on an appropriate timeline for your wedding day and make recommendations for exceptional vendors. We do not, however, manage the services of other vendors on the wedding day or check your contracts to ensure your vendors are delivering on promises. We also do not help facilitate your timeline.

Both a venue coordinator and a wedding planner are crucial elements of your celebration. We work together as part of the larger team to ensure you have a happy and stress-free wedding!

ALL DAY OF COORDINATORS SHOULD GET IN TOUCH WITH THE NEU NEU TEAM PRIOR TO ARRIVAL ON THE WEDDING DAY