

# day-of coordination

Do I need to hire a wedding planner?

The Manor House includes day-of coordination services for all of our weddings. Please see below for details.

Some clients may want or need additional help planning their event. Maybe you need someone to arrange guest travel and book hotels, put together a full design for your wedding or even hire your wedding vendors. If this sounds like you, you might explore hiring a wedding planner - doing so can be a wonderful investment. We have some excellent recommendations on our vendor list. These are all planners we have worked with in the past and whom we work really well with. Having said that, feel free to bring in any wedding planner you'd like and we'll be happy to collaborate.

## THE MANOR HOUSE WEDDING COORDINATION SERVICES

### PRE-WEDDING

Vendor recommendations (client is responsible for negotiating, booking and paying vendors)

Menu Tasting with linen selection (January - March in the year of your wedding)

Final Walk Through Meeting (30 days prior to the wedding)

Confirm arrival times with vendors (week of wedding)

Facilitate your ceremony rehearsal (one to two days prior to wedding)

### WEDDING DAY

Setup / breakdown event details (with the exception of floral, lighting, drapery, specialty design)

Set out details like guest book, place cards, signage, favors, etc.

Act as point of contact for vendors

Direct wedding ceremony

Assist wedding party, family and guests as needed

Cut and serve wedding cake / desserts

Oversee food and beverage service team

Manage flow of event day from start to finish

Prepare client's décor, gifts and cards for departure