



Day-of Coordinator Job Description

The Permit Holder is required to have a Day-of Coordinator, who is the liaison between the Permit Holder/client and all vendors, including the venue's staff.

The Permit Holder must:

- Acquire a Day-of Coordinator.
- Relay the venue's Rules and Regulations to the Day-of Coordinator.

The Day-of Coordinator must:

- Check in with venue staff to receive two-way radio upon arrival.
- Carry the two-way radio at all times and remain in communication.
- Remain on site and available for the entirety of the contracted event hours.
- If working a wedding, line up the wedding party for the processional.
- Notify venue staff two hours prior to ceremony (or reception if no ceremony) if any tent sides need to be closed due to impending inclement weather.
- Remove the client's personal effects from the two dressing suites, all manor/mansion common areas, and the tent.
- Ensure all rooms are left tidy and free of trash and debris.
- Remove all décor, including but not limited to, items brought in by decorator (ex: signage, dropped petals, centerpieces, arbors, candles, mirrors, and furniture).
- Return the two-way radio to venue staff prior to leaving.
- Work with caterer to execute the rain plan.

Wedding Rain Plan

- Ceremony held in tent.
- Cocktail hour held in manor/mansion or tent.
- Reception held in tent.
- Day-of Coordinator works in tandem with caterer regarding execution (timing, chairs, setup, etc.).
- Rain plan decision must be made two hours prior to scheduled ceremony.
- If there is a severe weather warning (tornado, severe thunderstorm, continuous lightning), venue staff will work with vendors to evacuate all guests into manor/mansion until the threat has passed for at least 15 minutes.