

REAL  
WEDDINGS  
OF TEMECULA  
EST. 2018

## Getting Married at a Venue With An In-House Coordinator?

Your In-house Venue Coordinator will...	An <u>Outside</u> Wedding Planner/Coordinator can or will...
Outline your contractual and financial commitments and payment schedule to the venue.	Develop a complete event design with your budget and vision in mind, contact vendors for proposals and coordinate contracts and payments, accompany you to vendor meetings.
Detail your event order outlining the event specifics and confirm any venue equipment needs. May put together a rough boilerplate timeline on what is "usually done."	Ensure décor is cohesive, necessary vendors and services are accounted for and <b>potential pitfalls are addressed. Recommend vendors curated to your needs and style.</b>
Act as menu consultant for all food and beverage selections to ensure the required contracted minimums are met.	Develop a <b>detailed timeline</b> for your <u>entire</u> wedding day, starting with the rehearsal, through hair and makeup, the ceremony and reception details.
May provide a preferred vendors list or general vendor recommendations that may or may not meet your specific preferences or style.	<b>Confirm details</b> with any contracted vendors several days prior to the wedding day. Check for mistakes. Be the liaison with your family, bridal party, vendors and venue staff.
Oversee the setup of the ceremony and reception venues as it pertains to existing venue equipment and/or package inclusions.	Work with you to organize and coordinate your ceremony rehearsal. Remind bridal party of all pertinent instructions on the wedding day.
<b>Typically departs after dinner service begins or the cake cutting and banquet manager takes over.</b>	<b>Direct vendors</b> as needed throughout day, <b>style your personal décor</b> , set place cards, favors and any personal décor items. Collaborate with venue coordinator on food service timing and any necessary last minute changes.
<b>Not be able to be two places at once</b> — managing the venue, food and beverage service AND coordinating the details with applicable vendors, you and your guests. <b>Some also need to handle site tours on the wedding day and may not be easily accessible.</b>	Coordinate and <b>manage timing</b> of ceremony and reception from start to finish, i.e. cueing Processional, grand entrance, cake-cutting, first dance, and OTHER elements that may not be directly related to Timeline, etc.
<i>Do your own research and read reviews. If a venue tells you that "you do not need to hire an outside coordinator" ask WHY, pose a few of the above scenarios to them and then decide what works best for you.</i>	Collect and/or <b>re-pack any personal items</b> you may have brought at the conclusion of the reception.