

As a reminder your Site Fee paid for the Ceremony Site, Banquet Hall, and Cocktail Hour space for **8-Hours with 2 hours of decoration time**

(add on set up a time for \$50/hour)

## **SDR COORDINATOR RESPONSIBILITIES**

I am your line of communication; you can come to me for anything concerning the venue!

### **Early Stages**

- I will tour the venue with you and show you the property.

### **Before the Wedding**

- Venue-gear choices: I will coordinate with the ranch so everyone knows where your wedding will happen and what your wedding will need. For example, your ceremony site, your linen colors, your headcount, or your menu options.
- I will assist you with your timeline and make sure the staff knows what time you will be here, what time dinner should be, and what your bar options are. Plus, all the other little things that I have to share with our staff so your day goes perfectly for you and your guests. This timeline *is* venue-gear.
  - I direct our staff to handle set up and break down at the appropriate times.
- I will assist you with your floorplan diagrams/seating layouts for the ceremony and reception.
- I will handle your invoice and payments (the front desk may help with these items as well).
- You will work with both me and the front desk on lodging.

### **Day Of the Wedding/Rehearsal**

- I will lead or assist you with the wedding rehearsal and ceremony by lining you up and queuing you when to go.
- I will help you with your wedding ceremony details.
- I post signs for parking and will help direct your guests and vendors where to go.
- We will cut and plate your cake if possible. If you have more than 3 layers, we will not be able to pull it apart but will have to go layer by layer.

- I will lead your reception until the first dance.
  - I lead the reception by following the agenda we create.
  - Leading a reception includes (but is not limited to) making sure your reception is set up properly, your bar is running accordingly, lighting your candles, and lining you up for the grand entrance.
  - Once the first dances start – your DJ will be in charge of the rest of the night. If you do not have a DJ, it will just be open dancing for the rest of the night with the bar closing at 10:30 pm.
- I will work with your DJ:
  - to be sure your ceremony runs accordingly.
  - through the reception to make sure announcements are being made.

## **YOUR RESPONSIBILITIES**

### **Early Stages**

- You are responsible for hiring and interviewing your vendors. You are also responsible for getting those vendors your timeline. They will need to work with you to build a timeline for their service based on our ceremony starting time, dinner time, and end times. If they have any questions feel free to have them call me.
- You are in charge of your wedding colors and all designs for the wedding. Including the colors, the dresses, or your invites.

### **Before the Wedding**

- You will be responsible for deciding who sits where assembling your seating chart, and making sure it is out on your wedding day.
- I can give you some names of vendors for other linens, chairs, or other rentals. If you choose to rent from other vendors, they are in charge of setting up those items. The ONLY items we will set up for you from a rental company are chairs and linens.

### **Day Of the Wedding/Rehearsal**

- You are responsible for your decorations and flowers on the wedding day, especially centerpieces.
  - You are in charge of making sure your flowers make it to the ceremony. I will assist your florist in finding you on the wedding day (flowers are considered décor and do not fall under my umbrella).
- You are in charge of decorating and un-decorating the arch or any other decorations at the ceremony site.

- You will need to have a plan for what you want on the cake table and prepare to place those items.

As you can see, we do a lot of the day of items for you. In short, I help you book your venue, organize lodging, turn your decisions and details into an agenda/timeline for all to follow, create floor plan diagrams, and assist with billing and payments. Most importantly, I make all of these documents and such come to life to make your dream wedding a reality.

If you have a lot of decorations, or want someone to be more “your personal sidekick” on the wedding day, you may still want to hire a wedding planner to help with the other items we do not cover.

Thank You!

Kate Hite | Wedding Coordinator

Sylvan Dale Guest Ranch

970-667-3915

