

Sanctuary on the River Event Coordinator and Wedding Party Responsibilities

Event Coordinator Duties Included in your Confirmed Event Booking:

- 2-hour initial wedding consultation
- 2-hour preferred vendor coordination
- 2-hour final event timeline confirmation
- 1 hour rehearsal coordination to confirm processional/recessional
- Please keep in mind that we have scheduled 1 hour for your rehearsal. Additional time will be billed at \$125.00 an hour, no exceptions
- No alcohol is allowed at rehearsal
- Last minute changes/confirmation of timeline for wedding after rehearsal
- Assistance in testing iPod/PA equipment. Please have your iPod, playlist and operator on available at rehearsal. We are not responsible for untested music, sequencing, timing etc.

Event Coordinator Day of Services provided: (Hourly fee paid directly to coordinator as per contract.)

- Set-up of venue as per your vision with respect to our outdoor venue restrictions and weather forecast
- Coordination of your choices of linens, bridal table appointments, buffet table, sign-in table, gift table, DJ/band set-up
- Point person for delivery of floral, cake, caterers, liquor service, arrival of photographer, etc.
- Assisting bride/ mother of bride with details of the day as they pertain to venue
- Cueing of wedding party/music to begin wedding procession
- Cueing of timeline during the course of the evening as per bride's wishes/needs
- Coordinating with caterer/liquor service re: timing of service
- Coordinating end of event details, departure of bride and groom

**These duties may be expanded if you have contracted directly with event coordinator for additional services for complete design, décor, etc.

Wedding Party Responsibilities:

- Coordinate delivery and set-up of floral, cake, additional décor, rentals (You don't have to be physically here, just confirm timing.)
- We do offer limited/dedicated refrigeration if reserved ahead of time
- We are not responsible for any damage for items stored in our refrigerator. We make every effort to protect your items. You may control the temperature as you desire and please keep in mind, floral and food/fruit should not be stored in the same refrigerator

Initial _____

- Please designate a family member/ friend from your group who will distribute and pin corsages and boutonnieres on wedding party/parents/grandparents as they arrive. This will expedite the process. Your event coordinator is busy with details of the event and does not know the specific recipients by face/name
- Please also designate 2 people to cut/serve cake/cakes. If you would like for our staff to assist we will staff accordingly. The cake cutting/serving charge is \$50.00
- You or your caterer should provide cake plates/forks/napkins. Please confirm!

Decorating of Venue:

- We will be as accommodating as our event schedule allows for you to decorate
- If we don't have a morning event scheduled, you may decorate beginning at 10:00am
- Please come prepared with scissors, tape, pins, wire, zip ties, extension cords, step ladders, trash bags for tear down/clean-up, etc. as needed for your decorating
- All decorating activities shall take place outside of the main sanctuary building during Spa Botanica business hours. Your spa voices are appreciated when coming inside to the restrooms

Use of Bridal Room:

- A room may be provided based on availability
- This room is complementary to our brides
- This room may be in our Spa Botanica area or in one of our cottages, again based on availability at the time of the wedding and at the discretion of Sanctuary on the River
- This room is for the bride to relax and slip into her dress, make final touches to her make-up and have photographer take photos of such
- The bride, mother/father of the bride, maid of honor and photographer are invited to be in the room as instructed by the bride
- Because our Sanctuary space is Spa Botanica by day we ask that "spa voices" be used and that you are respectful of clients who may be receiving treatments in this serene setting
- The remaining bridesmaids/flower girls/wedding party are asked wait in the Sanctuary area while the bride gets ready

What the Bridal Room is not:

- The bridal room is not a party room, although you may bring a bottle of champagne for your enjoyment. We will provide chilled water
- The bridal room is not large enough for all bridesmaids/flower girls etc. to get ready in. Please have them be ready when they arrive
- The bridal room is not equipped to do full hair and make-up on-site

Initial _____