

Durham Hill Farm
DAY-OF-WEDDING COORDINATOR

Unlike a full-service wedding coordinator, a “Day-of” coordinator is for brides and grooms who want to do most of the planning themselves, but when their wedding day arrives, they need a professional to execute all of their hard work.

Too often, brides rely on family and friends to help carry out plans on the day of their wedding. By asking a friend or family member to take on this stressful task, that person will not be able to enjoy the event as a guest, and will end up feeling like “event staff.”

In most cases, your “volunteers” have little experience in the role of event planner. They often end up feeling overwhelmed as they try to keep on top of everything that must be done to ensure that the day runs smoothly.

The following is an outline of some of the tasks that the Durham Hill coordinator handles on the day of your wedding:

Two Weeks Prior to Wedding Day

- Meet with bride and groom to determine timeline. Go over any arrangements the couple have previously made with vendors, and update timeline accordingly.

One Week Prior to Wedding Day

- Confirm timeline with vendors prior to wedding day. Make sure that all vendors have Durham Hill coordinator’s contact information and provide directions to the Durham Hill Farm.

Please Note: A day-of-coordinator will not re-negotiate any terms in contracts with vendors at this time, or at any other time prior to, during, or after your wedding day. All agreements should be finalized prior to the wedding.

Rehearsal

- Work with wedding officiator to choreograph wedding ceremony, processional and recessional

Pre-Ceremony

- Instruct hair and make-up stylists as to where to set up hair dryers, brushes and any other equipment they have with them
- Maintain The Durham Hill Bridal Emergency Kit (just in case)
 - Kit Includes such items as stain sticks, hairspray, safety pins, a sewing kit, scissors, Static Guard, deodorant, straws, Band-Aids, snacks, and many other things you may need on the wedding day
- Complete any last minute ceremony or reception area setup needs
- Make wedding party aware of any last minute details

Ceremony

- Direct ceremony musician as to where to set up

- Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
- Cue ceremony musicians when bridal party is ready to begin processional
- Communicate with bride and groom so that they know how much time remains before the start of the ceremony
- Handle any emergencies that may arise
- Line up the bridal party for their entrances down the aisle

Prior to Ceremony and Reception

- Assist in table and chair setup
- Assist with table décor setup, gift table setup, table number setup, etc.
- Greet vendors and instruct them as to where to set up i.e. band/DJ, florist, and caterer
- Confirm food timeline with catering staff
- Coordinate on-site parking when guest arrive

Reception

- Cue band/DJ when the majority of guests have found their tables and bride and groom are ready to be introduced
- Cue band/DJ, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting, toasts and parent dances
- Distribute final payments/gratuities to vendors at the end of the evening (no negotiation in the terms of vendor contracts will be handled by Durham Hill staff coordinator)
- Prevent & fix any problems that may arise during your event
- Remain easily accessible through the entire event in case there are any details you would like attended to