

Wedding Coordinator Job Description

- The Permit Holder is required to have a Wedding Coordinator.
- The Wedding Coordinator is the liaison amongst the couple and all vendors, including Belmont's venue staff.

THE PERMIT HOLDER WILL...

- Acquire a Wedding Coordinator.
- Relay Belmont's Rules and Regulations to the Wedding Coordinator.

THE WEDDING COORDINATOR WILL...

- Check-in with Belmont Staff to receive two-way radio, upon arrival.
- Will carry a two-way radio at all times provided by Belmont and remain in communication.
- Remain on-site and available for the entirety of the contracted event hours.
- Responsible for lining up the wedding party for the processional.
- Notify Belmont staff by 4:00pm if any tent sides need to be closed due to impending inclement weather.
- Responsible for removing the personal effects of the wedding party from the Bridal Suite, Groom's Suite and the Billiards Room.
- Rooms will be left tidy and free of trash and debris.
- Remove all décor, including but not limited to: signage, centerpieces, arbors, and furniture.
- Return two-way radio to Belmont staff prior to leaving.
- Work with Caterer to execute the rain plan.

Rain Plan

- Ceremony in Tent.
- Cocktail hour in Manor or Tent.
- Reception in Tent.
- Wedding Coordinator works in tandem with Caterer regarding execution (timing, chairs, setup, etc).
- Rain plan decision must be called two (2) hours prior to scheduled ceremony.
- If there is an imminent severe weather warning (tornado, severe thunderstorm, continuous lightning), Belmont staff will work with Vendors to evacuate all guests into the Manor until the threat has passed for at least 15 minutes.