



Day of Coordinator Job Description



The Permit Holder is required to have a Day of Coordinator, which is the liaison between the Permit Holder/client and all vendors, including the venue's staff.

THE PERMIT HOLDER WILL...

- Acquire a Day of Coordinator.
- Relay the venue's Rules & Regulations to the Day of Coordinator.

THE DAY OF COORDINATOR WILL:

- Check-in with venue staff to receive two-way radio upon arrival.
- Carry the two-way radio at all times provided and remain in communication.
- Remain on-site and available for the entirety of the contracted event hours.
- If working a wedding, responsible for lining up the wedding party for the processional.
- Notify venue staff TWO HOURS PRIOR TO CEREMONY (OR RECEPTION IF NO CEREMONY) if any tent sides need to be closed due to impending inclement weather.
- Remove the client's personal effects from the two dressing suites, all manor/mansion common areas and the tent.
- Ensure all rooms will be left tidy and free of trash and debris.
- Remove all décor, including but not limited to items brought in by decorator: signage, dropped petals, centerpieces, arbors, candles, mirrors, and furniture.
- Return the two-way radio to venue staff prior to leaving.
- Work with caterer to execute the rain plan.

WEDDING RAIN PLAN:

- Ceremony in tent.
- Cocktail hour in manor/mansion or tent.
- Reception in tent.
- Day of 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 a severe weather warning (tornado, severe thunderstorm, continuous lightning), venue staff will work with vendors to evacuate all guests into manor/mansion until the threat has passed for at least 15 minutes.



BELMONT

MANOR & HISTORIC PARK

PRE-APPROVED CATERING AND COORDINATING SERVICES

CATERING

The full-service caterer employs their own staff, holds all liquor liability for the event licensed, and are insured per Howard County requirements. The caterer is responsible for setup and cleanup of the event, all food and alcohol service, and execution of the rain plan. Advanced caterer approval is required for all caterers not included on this list.

EVENT COORDINATOR

The Event Coordinator is the liaison amongst the renter and all vendors, including Belmont's venue staff. An Event Coordinator is required for all events. Please see the complete job description for more details.

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Eleven Courses

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Hunt Valley Catering

410-343-3553

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Mission BBQ

410-840-7300

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Putting on the Ritz

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