

MONUMENT. CO

# HEARTH HOUSE



WEDDINGS & EVENTS

## DAY-OF COORDINATOR GUIDELINES

### Day-Of Coordinator General Requirements

- NOT a guest of the event
- No consumption of alcohol

### Prior To Event

- Arrange and attend 30-day final walkthrough (required parties: client, coordinator, venue and caterer)
- Create detailed timeline
- Create vendor contact list

### Event

- Must be onsite for a minimum of 2 hours of setup, the entire event and 1 hour of clean up/strike.
- Setup and takedown of any personal décor.
- Conducting the ceremony
- Executing/maintaining timeline throughout event. Should the event go over because the coordinator failed to maintain timeline, client will be penalized \$250/hour from their security deposit. (non-prorated)
- Functioning as main point of contact for all vendors.
- Must stay onsite until strike is complete and all vendors depart the venue.

By signing this document, you are agreeing to these requirements to be a Day-Of Coordinator at Hearth House Venue.

COORDINATOR SIGNATURE \_\_\_\_\_

COORDINATOR NAME (print) \_\_\_\_\_

EVENT DATE \_\_\_\_\_

EVENT NAME \_\_\_\_\_