

In House Wedding Coordination

All Wedding Ceremonies and Receptions held at Rhodes Hall must have a professional coordinator*. Caroline Plott, the Rhodes Hall Events Director, offers in-house coordination for \$800, which includes the following:

Prior to the wedding:

- Host a final meeting at Rhodes Hall to confirm logistics of your event with any vendors you've hired.
- Create a timeline from when the first vendor arrives at Rhodes Hall to when Rhodes Hall closes based on the final meeting discussion.
- Create an approved floorplan for the ceremony, cocktail time, and reception along with a plan B in case of inclement weather.
- Circulate the timeline and floor plan among all attendees of the final meeting.

Rehearsal (Day before the Wedding):

Once all members of your wedding party have arrived for the rehearsal, Caroline will line them up and show them how to process down to the ceremony space, and recess out of the ceremony space.

Wedding Day:

- Be present from the time of arrival of first vendor until Rhodes Hall closes.
- Ensure all vendors and volunteers arrive on time for setup.
- Check in periodically to see if there are questions or concerns.
- Ensure guests are seated and that any reserved seating is clear for honored guests/family.
- Ensure that all essential details of the ceremony are in place: table, candles, lighter, etc (these details will be confirmed in the final meeting).
- Line up and send everyone down the aisle for the ceremony.
- Usher folks to cocktail hour while the bridal party takes photos, ensure the room is set for reception.
- Manage the timeline of the reception, including cocktail hour, speeches, dinner service, cake cutting, and any special dances.
- Monitor load out and close Rhodes Hall.
- Final check with the couple to ensure return of security deposit.

*Wedding coordinator must attend the final meeting. If no other coordinator is present on that day, a \$1,000 fee will be assessed at that time so that Caroline can provide her service.