



SCENIC SPRINGS WEDDING MANAGER

A Scenic Springs Wedding Manager will contact the bride shortly after booking to schedule an initial meeting. **

INITIAL MEETING

At a mutually-agreed upon date & time the Manager will meet with the bride and groom to discuss preliminary plans for the event. *(2 hours is allotted)*

FINAL MEETING

Two weeks to one month prior to the event the Manager will meet with the bride and groom to finalize all details, including guest count, timeline, floor plan, decorations, completed vendor list, and any other logistical/planning issues. *(2 hours is allotted)*

***Two meetings are included, but more can be scheduled for an additional charge. Managers are also available by cell phone and email to answer questions between time of booking and the wedding day.*

PRIOR TO WEDDING:

- Assist in creating a wedding day schedule of events for bridal party, family, & vendors
- Create a checklist of who is responsible for taking home gifts, cake topper, bridal portraits, keepsakes, leftover food, etc
- Finalize all details with bride and groom no less than 2 weeks before event
- Contact selected vendors to confirm arrival & setup arrangements 1-2 weeks prior to event
- Arrive prior to event to oversee final set-up and be point-of-contact for vendors
- Supervise the selected vendors' set-up and resolve any vendor issues prior to and during the event
- Direct vendors' placement of the floral arrangements, centerpieces, and cake
- Direct vendors to their setup location (DJ, Caterers, etc)
- Set up items to be used by bride and groom (toasting glasses, cake-cutters, servers, etc)
- Assist the bride and bridal party as needed with getting ready
- Ensure flower bouquets, boutonnieres, and corsages have been distributed to bridal party, groomsmen, and designated family members

WEDDING REHEARSAL AND CEREMONY:

- Conduct wedding rehearsal (usually the day before)
- Instruct ushers in the seating of guests and family members
- Direct wedding party processional line-up
- Coordinate processional, order of the ceremony, and the recessional
- Cue musicians and wedding party
- Coordinate with officiant & musicians



WEDDING RECEPTION:

- Ensure that all candles are lit and lighting is appropriate prior to reception
- Maintain established timeline for reception, including picture-taking, grand entry cueing, dining, music, dances, toasts, cake cutting & other reception activities
- Ensure that Caterer prepares bride and groom's dinner plates and beverage of their choice before dinner is served
- Serve as musicians' main point of contact for proper cues per timeline (*Grand Entrance, toasts, cake cutting, 1st dance, bouquet & garter toss*)
- Ensure top tier of the wedding cake is boxed and saved for the couple
- Assist wedding party with departure, including gathering of gifts and personal items and send-off
- See bride and groom off
- Assist Bridal Party with any questions, concerns, etc
- Handle any emergencies that might arise

NOTE: Brides with personal planners are encouraged to request that they communicate and meet with the Scenic Springs Wedding Manager to ensure a well-coordinated event

ARE YOU HAVING YOUR RECEPTION AT SCENIC SPRINGS BUT YOUR CEREMONY ELSEWHERE? SCENIC SPRINGS OFFERS A CEREMONY COORDINATOR WHO CAN HELP ENSURE THAT YOUR CEREMONY IS STRESS-FREE AND WELL-COORDINATED. ASK YOUR WEDDING MANAGER FOR MORE INFORMATION.