

Day-Of Coordinator Duties

The wedding planner's role shall include, without limitation, (a) managing all subcontracted services and vendors for any event, such as the caterer, photographer, florist, band, DJ, and decorator, and Thousand Acre Farm, LLC. (b) organizing all parties for any ceremony and reception, and (c) managing and coordinating the requests of all Lessee Parties during the event. This person or persons must be present at all times during the set-up period and event period and shall be the primary contact for Thousand Acre Farm's representatives and vendors hired. Day of coordinators must also attend walk-through meetings, provide a floor-plan, timeline, seating chart, and attend the rehearsal. All on-site meetings, and deliveries for the event must be scheduled with a Thousand Acre Farm representative in advance. Thousand Acre Farm may refuse unscheduled deliveries.