

## RESPONSIBILITIES OF THE WEDDING COORDINATOR

For the wedding only, the Wedding Coordinator:

Maintains lists of photographers, florists, musicians, and caterers to assist brides with their planning;

Meets with the bride to familiarize her with available facilities at First Parish and with parish guidelines, and to review decorative details of the sanctuary or chapel;

Supervises non-service parts of the rehearsal (i.e., processional, recessional and seating);

Receives and distributes all fees (i.e., minister's, organist's, sexton's, coordinator's);

Instructs ushers in their tasks as appropriate, coordinates their arrival time, and assists any late guests;

Informs sexton of parking arrangements. Please let the Wedding Coordinator know how many parking spaces you would like reserved for the wedding party and family members. We will block off the required number of spaces, and our sextons will direct wedding guests to other available parking spaces. For your safety, we cannot permit any parking in the fire lanes.

Coordinates with the sexton any extra arrangements for parking assistance.

Informs the sexton of any special needs, e.g., use of elevator, use of standing candelabra. The church has two brass candelabra, approximately five feet high, which may be used during weddings. These require fourteen 15" dripless candles which we can special order for you for \$25. You may write one check for the sanctuary rental and the candles.

On the day of the wedding, the Wedding Coordinator:

Meets any deliveries, e.g., flowers;

Signals organist, minister, and wedding party when wedding is about to begin;

Advises photographer of rules about photography during ceremony and shows him/her where pictures may be taken;

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When the reception is at the church, the Wedding Coordinator:

Acts as liaison with caterer and meets with caterer to show the facility and review guidelines for use of the kitchen;

Informs sextons of required table set-ups and of any special needs, e.g., stereo, room for musicians;

Reviews set-up with wedding party and informs them of reception guidelines.

On the day of the reception, the Wedding Coordinator:

Meets caterer upon arrival;

Supervises deliveries and parking for service people;

Directs guests to reception.