

Coordinator's Guidelines & Checklist



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For day-of questions, text or call Kelly's cell (928) 710-3424

General Info:

Exterior lights:

- Pavilion - facing the pavilion bar, the switches are on the back side of the far right upright pole, slightly hidden under the wisteria
- Exterior string lights - a plug-in at the base of the electrical tower at the smoking area
- Barn lights - in the storage room next to the refrigerator
- Restroom lights - back side of building, turn off the light switch and power strip

Fire Pit/ Fireplace:

- Lighter is in the right-hand drawer of the white hutch; please replace after use
- Fireplace - Propane T-handle is in the left alcove of fireplace (if handle is parallel with the propane line then propane is on, perpendicular to line is off)
- Fire pit - Propane handle inside the rock "wall" of the pit and is at ground level, behind a loose rock on south side of fire pit (left is on, right is off)

*****WARNING *** If you light them and notice they are no longer on fire, they may have been blown out by the wind which could present a fire hazard. Ensure the propane valves are turned off. Do not light them if there is wind or rain.**

FINAL WALKTHROUGH: Coordinator leads the "final venue walkthrough" with client. Please use the contact Kelly to schedule so that we don't have overlaps with other events or clients.

CEREMONY REHEARSAL: Coordinator leads the ceremony rehearsal the day prior to the wedding at 10am. Afternoon rehearsals will *not* be approved until 3 months out from the wedding day. Client is allowed to leave items overnight in the onsite storage lockers (next to garage) - client must bring own lock.

WEDDING DAY: Coordinator must be onsite from first vendor arrival to last vendor departure. Venue will be ready and lights on for vendors and clients by 1pm. Catering or coordination team to complete setup of dining tables, dining chairs and ceremony chairs (TRB staff does not adjust number of ceremony chairs, that will be up to you or the

catering team). Ceremony chairs are located behind the restroom building. Please stack unused chairs inside the gray storage unit. Chairs do not have to be broken down at the end of the night.

VENUE DUTIES to be completed by Coordinator:

Prior to 4PM or ceremony time

- The Dressing Rooms must be cleaned out by the ceremony. Items must be moved to the Mt Adam's Room (groom's room) Storage Area or personal vehicle and general cleanup completed per the posted cleanup instructions. **Turn off AC and lights in Mt Adam's Room and lock interior access door prior to the ceremony.** The Mt Adam's Room (groom's room) exterior door should remain unlocked until final departure.

6PM

- **Turn off lights and AC units (2) in St Helen's Suite (bridal suite) and lock exterior door.** If

client needs a wardrobe change, they are allowed back into the St Helen's Suite (bridal suite) to do so, but the suite must NOT be left unlocked the entire evening.

6PM or completion of cocktail hour

- Open the main barn doors when ready for guests to move into the barn for dinner reception (doors are heavy, ask caterers for assistance if needed)
- Turn off the pavilion fireplace (valve located in left fireplace alcove) following cocktail hour (fire pit can remain on all evening)

10PM (EVENT CONCLUSION)

- **Ensure music is OFF. Neighbor will call the Sheriff if music continues past 10PM.**
- Close barn doors and turn off fire pit

10:30PM

- Check Groom's room storage area for complete removal of personal items and trash
- Ensure Bridal Suite and Groom's Rooms are clean per posted instructions,
- **AC and lights should be off - lock all exterior doors**

11PM or prior to final vendor departure

- Ensure catering cleanup is complete & trash removed from premises – double check the catering shed and behind the restroom building for boxes and trash. **CLIENT WILL BE**

CHARGED FOR TRASH AND RECYCLING LEFT BEHIND BY VENDORS. PLEASE HELP

ENSURE THIS DOES NOT HAPPEN TO THEM!!

- Florals removed from entire venue unless next-day teardown is approved by TRB
- Rentals placed on caterer's patio for next-morning pickup (NO LATER THAN 10AM).

Magpie's Nest/TRB Rentals can remain inside the barn and catering room. **Coordinator's Venue**

QRC

Quick Reference Checklist

- *Prior to first guest arrival* - Ceremony chairs setup and wiped down
- *3:30pm* - Fire Pit on, if available
- *3:30pm* - Fireplace on, if available
- *4pm/Prior to Ceremony* - Move client items to Mt Adams (Groom's) Storage Room
- *6pm* - Turn off AC units and lock dressing room doors
- *6pm/Prior to reception* - Open barn doors
- *6pm/After guests exit the Pavilion* - TURN OFF fireplace propane (at the latest)
- *10pm* - Music OFF
- *10pm* - TURN OFF fire pit (at the latest)
- *10pm* - Close barn doors
- *Prior to 10:30pm* - Mt Adams Storage room is cleared out and lock exterior door, Client's personal decor and florals removed from venue
- *11pm* - Catering cleanup completed, trash and recycling removed, florals removed, rentals left in the catering patio or pavilion, lights out, barn and dressing quarters locked up.