



STARRY NIGHT — BARN & STUDIOS —

Wedding Day Coordinator Services

Starry Night Barn & Studios (SNB&S) offers a Wedding Day Coordinator option. The Wedding Day Coordinator will take the responsibility and stress off of your shoulders by assuming leadership and coordinating responsibility for your wedding day. The Coordinator meets with the Client to review all current plans, identifies areas where decisions or plans still need to be made, and works to fully understand your vision and décor plans, talk through ideas, designate primary go-to contacts and thoroughly document plans and schedule for a seamless, fun day.

The Wedding Day Coordinator at Starry Night Barn & Studios (SNB&S) works in partnership with SNB&S Facility staff to plan, organize and ensure a fun, stress-free wedding day. The SNB&S Wedding Coordinator will meet with the Client for two hours prior to the wedding to review vendor contracts, develop a timeline and plan for the schedule of events for your wedding day. Ongoing additional e-mail and phone communications is expected until a solid, agreed upon plan is in place. The Wedding Coordinator will be onsite Friday evening for décor and set-up assistance and rehearsal needs. On the day of your wedding, the Wedding Coordinator will:

- Arrive early to meet, greet and coordinate with all vendors
- Coordinate and assist with Décor and set-up
- Distribute any final payments to vendors
- Support wedding party prep and activities
- Direct and support the ceremony processional
- Monitor timeline
- Manage the “behind-the-scenes” activity
- Support guest needs throughout the day
- Manage post-reception clean-up and vendor requirements
- Trouble-shoot any pop-up needs throughout the day!