

WARRENWOOD MANOR COORDINATION SERVICES

**As your venue,
we focus on the VENUE.**

Our job is to create a beautiful, safe and functional space for you to have an amazing experience. To do that, we:

- Advise you on venue policies & procedures
- Answer venue-related questions
- Prepare the property & event furniture
- Guide wedding party, guest & vendor access to the facilities
- Maintain the property during the event
- Manage venue staff & tasks
- Address venue-related issues

**When you book our coordination services,
we focus on the VENUE & your EVENT.**

In addition to these venue-specific tasks, our team will go above and beyond to ensure your event goes according to your plan. We take charge of the logistics so you can relax. Let us handle the who, what, when and where of the day.

THREE LEVELS OF SERVICE ALLOW YOU TO FIND THE RIGHT FIT FOR YOU & YOUR EVENT



Event Coordination

Plan your dream event then hand over the nitty-gritty of event management & production to us. Give yourself the freedom to actually ENJOY your wedding day!



Ceremony Coordination

The most important and stressful part of your wedding day is your wedding ceremony. Let the pros organize and direct you, your vendors, wedding party and guests.



Ceremony Officer

There is so much more to a ceremony than just saying "I DO". Choose our officiant to guide you through the ceremony and infuse personality into the event.



Event Coordination

Our team will oversee final event preparations and manage your entire event (ceremony, cocktail hour and reception).

Pre-Wedding Meetings

- (1) In-Person Coordination Consultations held in conjunction with your final venue planning meeting
- (2) Scheduled Calls

Pre-Wedding Communication

- Confirm vendors & review your vendor contracts/invoices - timeline, setup, quantities, etc.
- Create timelines - a basic timeline for your wedding party & family and a detailed timeline for your vendors & coordination team
- Develop ceremony outline

Rehearsal Day

- Accept and review all deliveries & installations
- Direct your ceremony rehearsal (30-45 minutes)
- Distribute timeline to your wedding party
- Collect wedding day items - marriage license, programs, guest book, etc.
- Assist with event setup

Wedding Day Vendor Liaison

- Direct vendor setup
- Oversee event setup completed by vendors
- Distribute final payments and gratuities
- Cue vendors for key events
- Assist the Photographer(s) / Videographer(s) as needed

Wedding Day Event Management

- Setup ceremony decor not handled by a vendor - signage, programs, guestbook, etc.
- Setup cocktail hour and reception decor not handled by a vendor - place cards, seating chart, favors, etc.
- Assist with event cleanup (excludes food and beverage related cleanup) and oversee pickups

Direct Wedding Party, Family & Guests on Wedding Day

- Direct Usher(s) with program distribution & seating
- Distribute bouquets, boutonnieres and corsages
- Assist with collecting groups for photos
- Line up and cue wedding party for ceremony & reception entrance
- Cue individuals for speeches and other special events
- Organize and direct couple's send off at the end of the event

Personal Assistance to Couple on Wedding Day

- Cue couple for all important events
- Tend to personal needs - bustle wedding gown, take personal items to reception space, have drinks ready after ceremony, pre make cocktail hour and reception plates, etc.
- Provide emergency kit
- Ensure the marriage license is signed

Total: **\$1,500**



Ceremony Coordination

Our team will organize and direct your wedding ceremony with a focus on the logistics of setup, processional, recessional and cleanup.

Planning Consultation

Completed during final Venue Planning Meeting

Ceremony Outline

Expertly drafted outline of all ceremony details including processional and recessional

Vendor Confirmations

Confirm ceremony details with DJ/Musicians and Officiant

Setup & Cleanup Ceremony Decor

including items not handled by vendors such as signage, programs, guestbook, etc., but excluding any installations

Direct Ceremony Rehearsal

Lead the 30-45 minute ceremony rehearsal (arrive 15 minutes early and stay 15 minutes after to answer questions and address issues)

Direct Ceremony

Cue wedding party, family, guests and vendors before and immediately after ceremony

Total: **\$350**



Ceremony Officiant

An Officiant is responsible for preparing, practicing and performing the wedding ceremony with a focus on what happens at the altar. Officiants are not responsible for complete ceremony coordination.

Ceremony Script

A ceremony script is written based on a questionnaire and discussion with you (the couple). The script is provided in advance for review and tweaking.

Ceremony Rehearsal

The officiant will be onsite to practice the ceremony with the wedding party and family.

Ordained Minister for Wedding Ceremony

The officiant will perform the wedding ceremony on your wedding day and advise you on what to do for the marriage license.

Total: **\$300**

MEET THE LEAD COORDINATOR

Hi, I'm Amberly Brislin!

Eleven years and over 200 weddings have taught me that when it comes to weddings EVERY DETAIL MATTERS. I'm obsessed with the details because I believe a well-planned event allows everyone to focus on enjoying the celebration itself. The nitty gritty of timelines and logistics may my forte, but you better believe I bring southern hospitality and an elegant flare to everything I do. Over the past few years, my own event planning business, Brislin Weddings, has taken me all over Kentucky. It was thrilling, but as a homebody I am excited to settled down and offer my services exclusively at Warrenwood!



If I'm not planning events, I'm probably...

- Hanging out with my husband & two dogs
- Reading the latest thriller
- Cheering on the C-A-T-S!
- Catching up on all things NBA

CLIENT LOVE

"From my first interaction with Amberly, I knew we would be in good hands. The planning process was smooth with prompt communication and seamless execution. Amberly added so much value to our wedding with thorough communication and impeccable attention to detail. She relieved so much stress that we were able to relax and truly enjoy our special day. We left our wedding over the moon!"

- Former Bride -

FREQUENT QUESTIONS



Is an event coordinator required?

No, but it is highly recommended.

Can I hire an outside wedding planner or coordinator?

We believe our services are of high quality and great value, but you are welcome to hire an outside planner or coordination if you'd like.

Can I book these services later?

Services must be booked at least two months prior to your event, but we recommend booking as soon as possible. We do not guarantee the availability of services until we have received a signed contract and deposit.

When is payment due?

A 50% deposit is required to reserve our services. Your remaining balance is due 60 days before your event.

How do I make payments?

Online via credit card or electronic bank transfer

By mail via check.

In-person via cash or check.

Do you charge tax?

Yes, we are required to charge 6% sales tax on everything.