

MEET YOUR NEW BEST FRIEND.



Willow Brook Wedding Coordinator

Hi, I'm Kelly.

Congratulations on your big day! I'm here for you as your Wedding Coordinator. I'm officially your new best friend. I'm the girl you call in the middle of the day to help you figure out where you want eccentric Uncle Bob to sit at the reception, or the girl you ask to help find a great blow up jousting rental (yes, I had that at my wedding). In any way, shape or form, I'm here to help you. I know, firsthand, how to hand craft your day to make it as romantic, quirky or rustic (or all of the above) as you two are. I'm here to help because, quite honestly, I'm a true romantic and weddings are my passion. Marriage is the best and this day is the beginning of your legacy!

I won't spend this whole time talking about me, because, let's be honest, it's not about me so I'll just take up a paragraph ;) I married my best friend on October 31, 2014 -the best day ever! Our goal was to make our wedding very... you know, "us-like". We struggled to find a venue that allowed us to do that. I mean, who doesn't want Chipotle, pie eating contests, silly string, inflatables or food trucks at their wedding?! Apparently a lot of venues! So that's how Willow Brook began and that's why I'm here to help you. I can't think of a better job than to walk along side you as you begin your legacy. I had my best day ever and now it's time for yours. Let's do this.

Prior to the Wedding

- Help with vendor selection
- Contact and coordinate with vendors
- Pre-wedding walk through with vendors
- Creation of floor plan
- Timeline creation when you book. I do this through Google Docs, that way we can edit as we go! Vendors will ask a lot of timeline questions early in the process and it helps to have a timeline to send so that you don't have to answer the same questions a million times :)
- Communication begins 6 weeks before wedding day (but of course I'm here any time you need to answer questions or to be your sounding board)

We're here for you!

One thing you'll notice about us folks here at Willow Brook, is that we love talking to brides (and grooms of course)! You come first. Always.

We're here for you in any shape or form. Don't hesitate to reach out! Don't worry, you won't annoy us! I think we're as excited about your big day as you are!

Email: kelly@thebarnatwillowbrook.com
Cell: 703.870.0236

DAY OF THE WEDDING

- On-site presence and your "Go-To Gal" for the day starting at 12:30 pm
- Primary contact for vendors
- Ensure vendors have arrived and direct them to their appropriate space
- Point of contact for any issues and questions that may arise throughout the day (C.P.S- Chief Problem Solver)

- Manage ceremony and reception set up with vendors
- Coordinate with the DJ/ band to ensure timeline runs seamlessly (I.e. introduction of couple, first dance, transition from cocktail hour to reception)
- Distribution of final vendor payments
- Assistance with packing up gifts/decor at the end of the night