

# MEET YOUR NEW BEST FRIEND.

*Willow Brook*  
*Wedding Venue Coordinator*



## Hi, I'm Kelly.

Congratulations on your big day! So now what? I'm here for you as your Venue 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 couldn't be happier to be taking my background in marketing and event planning from the corporate world to the country, Hallmark movie style. 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.

*Love,*  
*Kelly*

### FREQUENTLY ASKED QUESTIONS

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#### WHAT IS A WEDDING VENUE COORDINATOR ANYWAY?

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#### WHAT IS MY ROLE PRIOR TO YOUR WEDDING?

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#### WHAT IS MY ROLE ON YOUR WEDDING DAY?

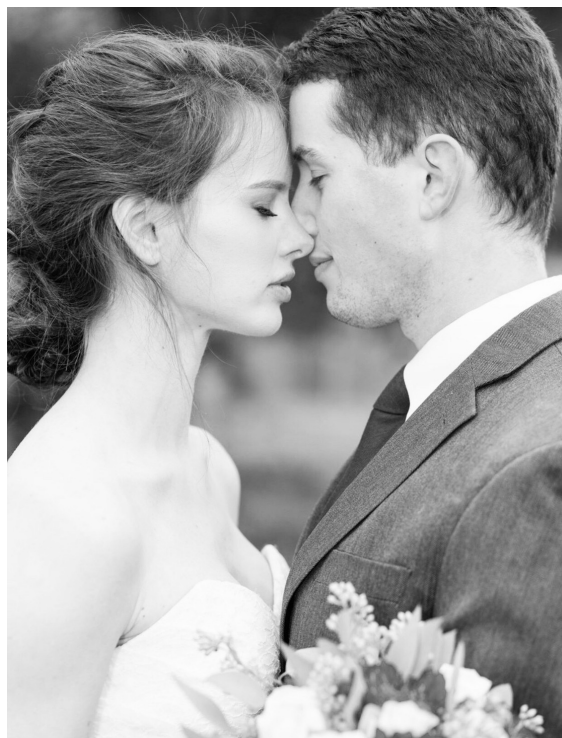
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### CONTACT INFORMATION

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# What is a Wedding Venue Coordinator anyway?

Although I do say it's the best day ever (which it is), planning a wedding can be overwhelming and stressful. I believe in helping you bring your dream wedding day to life! That means, I want to partner with you in the decision making process to de-stress things a bit. I'm here to help with the details, no matter how big or little. Whether running out to get a tide pen to remove that wine stain or corralling guests from the cocktail hour to the reception, I'm your go-to girl. In general a Venue Coordinator is more of an on-site presence for the venue, however, my role as your Venue Coordinator includes so much more. Check out the services I offer below and I think you'll rest assured that we'll be a great team.



## Prior To The Wedding

- Pre-wedding consultation to discuss vendor selections, seating plans, wedding day timeline and your vision for the day
- Contact and coordinate with vendors
- Pre-wedding walk through with vendors if necessary
- Assistance with floor plans
- Timeline creation
- Communication begins 6-8 weeks before wedding day (but of course I'm here any time you need to answer questions or to be your sounding board)

## When In Doubt, Reach out!

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

We're here for you in any shape or form. 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](mailto:kelly@thebarnatwillowbrook.com)

## DAY OF THE WEDDING

- On-site presence and your "Go-To Gal" for the day
- 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)
- 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