



## Day-Of Coordinator Guidelines

Day-of Coordinators are invaluable when it comes to having a seamless low-stress wedding day. We understand Day-of Coordinators have a variety of responsibilities and tasks they must complete for the couple throughout the event. The following are The Gardens' expectations for Day-of Coordinators working an event at the venue.

- **Required to attend the in-person 30-day walk-through with the couple and The Gardens Set-Up Lead.**
- The day of the event, Day-of Coordinators must check-in with The Gardens Set-Up Lead upon arrival.
- Required to stay until the end of the Gardens contracted time or until all guests have exited the property. The Gardens contracted time is 8:00 am – 12:00 am.
- No consuming of alcoholic beverages to remain sober during the **entire event**.
- Be able to walk, stand and lift items for an extended period.
- Cannot be a guest at the event.
- Familiar with The Gardens Day-of Coordinator Guidelines and The Gardens Guidelines Packet (6 month/30 day), including Decorating Guidelines, How to Lose Your Deposit and End of the Night Checklist.
- Have all vendors names and contact information to handle questions and deliveries.
- Solve last-minute emergencies involving the wedding party, family, and vendors.
- Set-up décor and other items provide by the couple in the ceremony and reception spaces. The Gardens staff sets up/breaks down and cleans all ceremony seating and reception tables and chairs.
- Ensure all lit candles are encased in glass and do not cause a fire hazard.
- Clean up décor in the ceremony location after the ceremony.
- Clean up all flower petals (both real and artificial) wherever they may have blown.
- Communicate any timeline changes to Gardens staff.
- Communicate announcements and transitions with the DJ or MC.
- Coordinate the reception timeline with guests, vendors, and catering.
- Collaboratively work with The Gardens Event Staff to manage disruptive and/or unwanted guests. The Gardens provides a Dakota County Deputy at all events where alcohol is served.
- Be aware that The Gardens staff will change midway through the day and a hand-off will take place.
- Oversee the busing of tables after the meal and at the end of the evening in the reception spaces.
- Ensure that all decorations, drinkware, disposable tableware and cutlery in the wedding reception tent, patio, fireplace, ceremony site, lawn, etc..... are cleaned up at the end of the event.
- Set-up, manage and clean-up S'mores table.
- Manage the distributing, lighting and safe disposal of the sparkers used for the end of the night sparkler event.
- Ensure that the venue is left clean, and all personal items are removed.
- Arrange for gift transportation.
- Be aware during the ceremony, Gardens staff will go into The Gardens Suite & The Cottage to empty trash and recycling, as well as remove **ALL** alcohol that has not been taken out and place it behind the bar. This includes open single serve glasses, bottles, cans, and cups.
- Wear black or another dark color as to not interfere with photography and videography.

- If any items are left behind, we will put them in our building for you to pick up within fifteen (15) days. If your item(s) is/are not picked up within fifteen (15) days, we will assume either you have donated them The Gardens or they will be disposed of.
- Please note these are general guidelines of responsibilities. Additional responsibilities may arise based on the specific individual event.
- If you can not fulfill any of these guidelines or have concerns, please contact Kris Ziegler, Lead Venue Coordinator, at 651-264-9510 or [kris@thegardensofcastlerock.com](mailto:kris@thegardensofcastlerock.com)

**I understand and agree to The Gardens Day-of Coordinator Guidelines listed on this document.**

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*Signature of Day-of Coordinator*

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*Printed Name*

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*Date*