

Ceremony Coordinator Role

The Ceremony Coordinator assigned to your rehearsal and ceremony will act behind the scenes by coordinating logistics to ensure a seamless wedding ceremony. Below you will see a list of duties covered by our Ceremony Coordinators, along with a list of duties that our team is not responsible for.

The Ceremony Coordinator **will**:

WEDDING REHEARSAL

- Have the venue open for your arrival at the designated scheduled rehearsal time
- Work with the Officiant and wedding party to practice the processional and recessional
- Go over any questions and details to make sure you, your fiancé, wedding party, and Officiant feel comfortable for the ceremony

WEDDING CEREMONY

- Have the venue open for your arrival at the designated setup time
- Prepare and clean site of debris and trash and straighten chairs
- Make sure vendors are setup in appropriate location
- Coordinate with musicians/DJ; go over songs and processional and recessional queuing
- Meet and coordinate with Ushers (if applicable)
- Meet and coordinate with person(s) in charge of programs (if applicable)
- Ensure officiant and wedding party are in place 10 minutes before the ceremony
- Execute the ceremony as practiced at the rehearsal

The Ceremony Coordinator **does not** assist with décor including placing centerpieces, decorating guest book or gift tables, setting up ceremony décor such as unity candles (etc.), or any other décor items. Please assign someone to setup and breakdown décor during the designated time.

RECEPTION

At the reception, the Ceremony Coordinator will act as a liaison for Tower Grove Park. Their primary job will be to manage the facility. This will include making sure the venue is open at the designated setup time, restocking restrooms, making sure all belongings are removed from the building once the event has concluded, keeping communication with onsite security, coordinating with catering staff, and adjusting climate controls as needed.

The Ceremony Coordinator **does not**:

- Assist with décor including placing centerpieces, decorating guest book or gift tables, organizing table assignment charts, or any other décor items
- Assist with loading in or out décor or personal belongings at the beginning or end of contracted time slot
- Coordinate the cake cutting, toasts, bouquet and/or garter toss