



340 South Main Street ♦ Columbia, Illinois 62236

## **Difference between Venue Manager (me)/Wedding Coordinator**

### **Venue Manager will:**

- Be the first person to answer the phone/email from The Abbey.
- Send pricing and info to client
- Give tour and have in in person meeting with client
- Build and develop Client/Abbey contract
- Design room layout with client via allseated.com
- Answer any venue related questions throughout the planning of the event
- Pair client with a day of venue manager 30 days prior to the event (day of manager may be me)
- Make sure the venue layout is implemented by MSA Staff
- Be on site for any venue related questions and or fixes via the clients concerns
- Oversee clients exit of the building
- Oversee vendors exit of the building

### **Wedding Planner will:**

- Set up a realistic wedding budget
- Devising a wedding master plan that maps out all the little details, from ceremony music to favors
- Show you the best and most original locations in the area, considering your size, budget and vision
- Finding the top florists, photographers, caterers, bands, DJs and other vendors in your price range
- Cut you you choice deals: consultants bring volume to favored vendors, so often the vendors will reciprocate by slashing prices and throw in extras.
- Reading over all your vendor contracts to make sure everything is there and complete
- Creating a day-of (or weekend-of) timeline that tells everyone involved in the planning process -- vendors, members of the wedding party, you, and your families -- when to do what
- Handling the invitations, from the wording and ordering to the addressing and mailing, as well as tracking RSVPs
- Counseling you on proper etiquette as well as what's hot on the wedding front
- Managing the wedding day: supervising vendors, setup, and delivery; handling emergencies; and soothing nerves
- Serving as your spokesperson, conveying your every whim and desire to vendors or family members when you just can't deal with doing it yourself
- Helping to plan and book your honeymoon (yep -- most planners will handle your travel plans too!)