



THE PAVILION AT MIXON FARMS

Coordinator Packages

Our Team is known for our Hospitality and impeccable service. We highly recommend one of these services for a stress-free wedding day. "The best money you will ever spend on your wedding" -Mixon bride

Limited Package: Day of Coordinator-\$1000.00

The limited package offers a sense of reassurance that your day's timeline is in great hands. It allows family to take part in your day with setting up décor, florals, and putting their special touch into it. Included in this package:

- Pre-event meeting with Bride and Groom 2 weeks' prior for final meeting.
- Conduct Rehearsal with Bridal party to ensure everyone knows how and where to line up, and also provide tips for the bridal party to make them comfortable doing so. Rehearsal is 1 hour
- Ensure table layout, ceremony chairs are correct.
- Coordinator on property during your event time the day of your wedding to help your day run seamlessly.
- Coordinator is a helping hand in that she will help keep things coordinated and to assist you.
- Coordinator will check deliveries of cakes, DJ, florals, linens on Mixon property and sign for them if needed. Coordinator does not call and confirm ahead of time, this is the responsibility of client. Prior Confirmations & Final designs need to be provided for Coordinator to ensure items are correct. Client must have someone to help with check ins if they are at the time the coordinator is not on property.
- Greet, direct & assist guests to designed areas throughout the event; bar, ceremony location, restrooms, etc.
- Work with your DJ to assist in lining up bridal party for ceremony, reception introductions, order of events, toasts, cake cutting, departure etc. She will also follow the timeline and communicate with DJ any time delays, changes in schedule etc. vice versa.
- You must have a contact person. The coordinator will work with the contact person throughout the wedding day and evening to go to with any questions.
- Coordinator will assist in checking off all areas with contact person to ensure everything is in order per Mixon requirements however she is not solely responsible for clean-up, please have a team in place to do so. The coordinator will assist in closing out at the end of the night and help your team with boxing up of any rentals or things needed to be brought home.
- Ultimately, she is your right hand to make sure things go as planned but she is not in charge of making final decisions but will depending on situation, touch base with your contact person to make the best decision in cases of major delays, or any other major issue that can't be settled otherwise.
- No decorating is included in this package

On Wedding Day, The Coordinator will meet with a contact person at 9am, open up bridal rooms, kitchen for your set up team. The Coordinator will then be available via cell phone if for some reason the client needs to be in touch for venue emergencies. The coordinator returns 1 hour before wedding to check in vendors and assist in any last minute details.

*This package does not include: Decorating, contacting vendors ahead of time, planning, vendor meetings AND cleanup is ultimately the responsibility of the wedding party so there must be a plan and a go-to person in place as we do not make decisions for the wedding. The Coordinator will ask the "contact" person before making any decisions on the wedding.

*With this package we only assist in coordinating and will not be held responsible for any décor.

*Wedding party must depart the facility at the time the contract states. \$50 every 15 minutes thereafter

*The property is open to the public until one hour before the wedding begins. This is the time your rental begins_____

* Please have your catering assist in all food service duties (cake cutting, serving, clearing plates, moving chairs, folding napkins, refilling ice for soda bar, etc.)_____

*All zip ties, wire, ribbon, tape, has to be brought by client and removed as well as all décor at end of the night.

Ultimate Coordinator Package-\$1795.00

Let Mixon's Do It All. This is for the bride that does not want her family and friends working on her special day. No need for your wedding party to help us set up. We meet with you 2-3 weeks prior to your special day and go through what you have for décor, with pictures, instructions etc. to ensure we know what you envision. You bring us everything and we take care and time in setting it all up for you so all you need to do is be the Bride that day. Give us your vendors with instructions and we coordinate with them to make sure all deliverables are correct. Our Head Coordinator with an assistant coordinator will take care of you. This package includes everything in our limited package as well as:

- Any draping of Gazebo with provided tulle, sheers, décor. We ask that all large floral items be hung by Florist.
- Place card, Seating Chart, Menu, Table numbers, Favors and Program placement
- Centerpiece setup (please ensure that all parts to centerpieces are clean, labels removed, batteries installed, and read to be assembled and photos are provided)
- Coordinator team will hang décor where specified but not over 7ft.
- Coordinator team will help move chairs to reception if necessary
- Decorate aisle way, with provided tulle, rose petals or aisle runners.
- Place all linens on dinner tables, auxiliary tables, high-top tables for cocktail hour.
- Decorate bar area with provided décor.
- Direct guests to cocktail hour area
- Assist bridal party and photographer post ceremony with ensuring as much privacy for photos as possible
- Will assist, if necessary, catering to place plates and flatware on tables
- Assist with securing wedding gifts, cards etc. with contact person in their vehicle for safety
- Coordinate send off with guests (i.e Sparklers, glow sticks, rose petals)
- Coordinating Team will help clean trash off tables, pull used linens off tables and place in bags, help box all décor up and place with contact person taking all décor items
- We will ensure that all clean up is done in a timely manner to make sure departure time is on schedule.
- Coordinator Team will be there for you through the whole day and evening to assist in anything you need. They will take a 45-minute break once all décor is set and everything is in place but will provide a cell phone number for Director of Coordinating team.
- A meeting will be scheduled to go over timeline, decor and instructions. We will make sure all duties are done without your assistance. We will make sure all cleanup is done and you just leave at departure time

*The property is open to the public until one hour before the wedding begins. This is the time your rental begins_____

* Please have your catering assist in all food service duties (cake cutting, serving, clearing plates, moving chairs, folding napkins, refilling ice for soda bar, etc.) _____

* All items will be placed in boxes neatly but will **not** be washed and cleaned due to time restrictions. We will leave centerpieces and décor intact and place in large boxes as time does not permit to take things apart for larger parties with large amount of décor. We may do this for you for an extra cleaning fee of \$200 and you may pick up the next day. We will discuss this at meeting to decide a plan.

- *Weddings exceeding 120 guests may require extra assistants (1 assistant per 75 people after the allotted 120 at a rate of \$150 for each assistant)*
- **Any high hanging décor or hanging florals please have someone in place to do this, we do not hang high or heavy items or have ladders over 7feet. The height of ceiling of pavilion is 20 feet at the peak.*

Client name _____ Signature _____ Date _____

Wedding Date _____ Package Option _____

Mixon Supervisor of Weddings _____

Client will use a separate coordinator and will adhere to everything in Ultimate package

Coordinator name: _____ signature: _____ Phone Number _____

04/11/18