

Rosewood Farms

Required Wedding Planner

Rosewood Farms requires all couples to have an approved wedding planner. To ensure the alignment with Rosewood Farms' rules and regulations, the wedding planner must come from the list of approved planners or must be approved prior to the Licensee booking the planner. The planner must show proof of business license and proper insurance documents to Rosewood Farms. Rosewood Farms must be notified of the Licensee's choice of wedding planner 4 months before the contracted event date.

We understand that all planners have their unique style and way of doing things! However, these are the tasks that we expect all wedding planners to do for their client while they are at Rosewood Farms.

Beforehand:

- Attend the Final Walk Through at Rosewood Farms
- Create floor plans and layouts and send to Rosewood no later than 2 weeks before event
- Create and share a detailed timeline one month before the wedding
- Create and share a detailed vendor list including contact info and social media
- Work with the client to finalize all details
- Attendance and coordination of rehearsal

Day-Of:

- On-site for the entire time that the couple has rented the venue
- Point of contact for the entire day
- Management and execution of timeline
- Supervision of all vendor set-up
- Management of any event rentals
- Oversee decor set-up
- Set up of personal items (favors, programs, signage, escort cards, photos)
- Direction of wedding party and family during the ceremony and reception
- Tidying up The Suite and The Lounge after prep (organizing personal items, gathering trash and placing in the garage catering space)
- Clean up flower petals, sparklers, etc.
- Management of gifts
- Ensuring personal items are taken home by assigned guests
- Oversee breakdown and cleanup at the end of the night from 10pm-11pm unless more cleanup time is purchased

Business Name: _____

Contact Name: _____

Signature

Date