

# VENUE COORDINATOR VS WEDDING COORDINATOR

## Venue Coordinator

- Schedules your venue tour, tasting and final details meetings.
- Helps determine your floor plan and ensures the room is set to that plan day of.
- Unlocks the doors and ensures that the venue staff is ready for your arrival.
- Ensures in-house catering is set and ready to go according to the meal timeline.
- May not stay through the end of the night.
- Will only handle items directly associated with the venue.
- May have a split focus if there is more than one event occurring at the same time.
- Venues typically have a high turnover in this position and who you speak with at the time you book may not be the person there the day of.
- Typically does not handle any vendor communication prior to the wedding day.
- Usually will not handle set up of large amounts of decor.



## Wedding Coordinator

- Works with all your vendors to ensure all the final details are taken into consideration for your final timeline.
- Takes all of your vendor needs into consideration as well as what your vision is when designing your floorpan.
- Ensures all of your vendors arrive on schedule and with everything they are contracted to bring.
- Typically stay the entire night to ensure the whole night runs smoothly.
- Only works one wedding personally at a time.
- When you contract with an independent wedding coordinator, you are contractually obligated to work with that person specifically (or you have legal recourse).
- Communicates with all vendors prior to your wedding day as well as reviews all contracts to know all the details.
- Will set up personal decor and may set up as much decor as you have depending on your contract.
- IS YOUR ADVOCATE ESPECIALLY IF SOMETHING GOES WRONG WITH THE VENUE.