



HOTEL DEL CORONADO

Wedding Guidelines (Continued)

Wedding Coordinators

To ensure a flawless event, a professional wedding coordinator is required to assist you with your wedding planning, Rehearsal, Ceremony and Reception.

A full list of approved coordinators may be obtained through your Catering Sales Manager

YOUR HOTEL DEL CORONADO CATERING SALES MANAGER WILL:

- Answer any questions, provide event suggestions and act as your primary Hotel Contact throughout the planning process
- Act as menu consultant for all food and beverage selections.
- Detail your Banquet Event Order outlining the event specifics, confirm any outside equipment rentals i.e. Space Heaters or Market Umbrellas
- Create an Estimate of Charges for the hotel outlining your financial commitments and deposit schedule.
- Establish contact with a room sales manager for your guestroom block (if applicable), who will monitor the status of reservations.
- Personally oversee the details of the bride and groom's room reservation.
- Oversee the setup of the ceremony and reception room (s), food preparation and other hotel operations.
- Ensure a seamless transition to the hotel's Banquet Manager on the day of your event.
- Review your banquet checks for accuracy prior to the completion of your final bill.
- Recommend outside Special Event Professionals to provide music, event florals, photography, ceremony officiating, invitations and professional wedding coordination.

YOUR PROFESSIONAL WEDDING COORDINATOR WILL:

- Assist with etiquette and protocol for invitations, family matters, ceremony and toasts.
- Create a time line for your entire wedding day, including the ceremony and reception.
- Work with you to organize and coordinate your ceremony rehearsal. Remind bridal party of all pertinent instructions on the wedding day.
- Confirm details with any contracted vendors several days prior to the wedding day.
- Be the liaison with your family, bridal party, band/DJ, florist, photographer and other vendors.
- Assist the bride and bridal party with dressing.
- Ensure the ladies have their corsages and bouquets, assist the gentlemen with pinning on the boutonnieres.
- Deliver and arrange ceremony programs, place cards, favors and any personal items.
- Coordinate your actual ceremony by arranging the bridal party, assisting bride with dress, cueing music, etc.
- Coordinate the grand entrance, first dance, toasts, cake cutting and other operations of your reception.
- Coordinate with contracted vendors and the Banquet Manager to ensure timeliness of your event.
- Collect and/or store any personal items you may have brought at the conclusion of the reception.
- Count and collect all wedding gifts and deliver them to appropriate location at the conclusion of the event.
- Assist you with full service coordination from your engagement to your honeymoon.

All prices above are subject to service charge and applicable sales tax. Prices and selections are subject to change.