



L'Auberge Del Mar Resort and Spa

Event Coordinator and Catering Manager Roles

Your Catering Manager is a representative of the Resort and it is their responsibility to ensure that the set-up of your banquet room and the service of your meal are to your specifications, and may not be present at time of rehearsal or ceremony. L'Auberge Del Mar requires that all wedding events provide a professional coordinator for the day of the event. If you choose not to hire a full service wedding coordinator L'Auberge Del Mar can provide a day-of wedding coordinator to assist with rehearsal, ceremony, and/or other specified day-of needs. A coordination service fee will apply. Please contact your Catering Manager for a schedule of fees and availability.

YOUR L'AUBERGE CATERING SALES MANAGER WILL:

- ❖ Act as your primary Hotel Contact, available to answer questions and provide suggestions along the way.
- ❖ Act as menu consultant for all food and beverage selections.
- ❖ Detail your Banquet Event Order outlining the event specifics.
- ❖ Create an estimate of charges for the hotel outlining your financial commitments and deposit schedule.
- ❖ Create a floor plan of your function space so that you may provide seating arrangements.
- ❖ Establish contact with the group rooms coordinator for your guestroom block (if applicable), who will monitor the status of reservations.
- ❖ Personally oversee the details of the bride and groom's complementary room reservation (if applicable).
- ❖ Oversee the setup of the ceremony and reception room(s), food preparation, and other hotel operations.
- ❖ Be the on-site liaison between your Wedding Coordinator and the Hotel staff.
- ❖ Ensure a seamless transition of information to the hotel's Banquet Captain on the day of your event.
- ❖ Review your banquet checks for accuracy prior to the completion of your final bill.

L'AUBERGE DAY OF WEDDING COORDINATOR WILL:

- ❖ Check the 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 delivery times with all vendors 1 week prior to the wedding day.
- ❖ Ensure vendor arrival, delivery and/or set up on the day of your event.
- ❖ Liaise with all family, bridal party, band/DJ, florist, photographer and other vendors.
- ❖ Ensure the ladies have their corsages and bouquets, and assist the gentlemen with pinning of the boutonnieres.
- ❖ Deliver, place and arrange ceremony programs, escort cards, 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 for your reception.
- ❖ Coordinate with Banquet Captains 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.