

Wildwood Acres Resort COORDINATORS GUIDELINES

WE ARE A FAMILY OWNED PROPERTY OFFERING OUR VENUE FOR ONE EXCLUSIVE PARTY AT A TIME. WE RENT OUR PROPERTY FROM VENDOR ENTRY TO VENDOR EXIT. YOUR EFFICIENCY IN SET UP AND TAKE DOWN MAKES A DIFFERENCE.

We are in a unique location. It is in your best interest to schedule time, prior to the event date, to drive out and preview the venue setting and logistics.

Your client is responsible for your conduct. These guidelines are to help your client have a smooth flowing event, avoid damages and keep costs to a minimum. If you have any questions or need clarification please ask.

Entry Time:

Please check with your client for your entry/arrival time. Wildwood Acres Resort does not permit early entry. Please plan to arrive in our parking lot no sooner than 20 minutes prior to the contacted entry time.

WORKING WITH WILDWOOD ACRES RESORT:

Our family has owned and operated Wildwood for over 40 years and we do about 70 weddings per year. Please try to work within the itinerary that has been provided to the client. It is tried and true. Be assured that we will be on schedule and provide everything the client has contracted us to do.

OUR EMPLOYEES:

Please do not ask our employees to perform tasks for you. Our catering staff will do what they are instructed to do by Wildwood's management. If you have a request, please ask a staff supervisor first.

THE OTHER VENDORS:

Most vendors are professionals, with years of experience. Before you ask a vendor (especially a DJ) to perform additional tasks for you, please be sure the task falls under their scope of responsibility.

CLIENT'S CONTRACT:

Your client will meet with us to make all final arrangements two weeks prior to their event. At this time they will make all decisions, major and minor. A written worksheet will be created. Ask your client for a copy of the final worksheet. If it isn't written down, it isn't expected. Any changes or requests must come from the client. We will not honor any others. Help your client with all details well before their event starts. It may not be possible to make last-minute changes. All changes made on the day of the event are subject to additional and increased charges.

YOU ARE MOST HELPFUL:

Coordinators who spend their energy keeping the bridal party on schedule, assisting other vendors who may need a hand, and keeping the client's and bridal party's personal belongings organized is greatly appreciated.

PRIVATE PROPERTY, PERSONAL RESIDENCE:

A Reminder: You must not remove, rearrange, or attempt to replace anything on the grounds or in the lodge without express permission from the management, given to the client.

GARDENS AND GROUNDS:

Please understand the gardens and grounds are of Wildwood Acres Resort are essential in presenting a beautiful environment for the guests and customers. Please refrain from damaging any of the floras.

I have read through the guidelines listed above and acknowledge that I understand them.

Bride & Groom': _____ **Wedding Date:** _____

Legal Business Name: _____ **License #:** _____

Insurance Carrier: _____ **Policy #:** _____

Day-of Contact (Print): _____ **Signature:** _____ **Title:** _____

Assistant(s) (Print): _____ **Signature:** _____

Assistant(s) (Print): _____ **Signature:** _____