



JACKS BARN

ASSISTANT VS COORDINATOR

Jacks Barn Assistant – Included within your venue hire

- Meet with you on your initial viewing of Jacks Barn
- Book in Kent County Council ceremony booking
- Catch up telephone call 6 months prior to the day
- Catch up telephone call 6 weeks prior to the day
- Meet with the registrars on arrival on your wedding day, coordinate and be present at the ceremony
- Ensuring all toilet cleanliness is maintained throughout the day
- On hand Emergency contact

Jack Barn Wedding Coordinator - £350.00

- All of the above
- PLUS
- Face to face meeting 6 months prior to the day
- Face to face meeting 6 weeks prior to the day
- Liaise with bridal party/groomsmen to ensure they know what their roles are
- Coordination throughout the whole day ensuring your guests are where they need to be at the right time
- Move furniture around after the ceremony is complete back into the Barn
- Ensuring all cleanliness is maintained on the wedding day throughout the Barn
- Reaching out to all of your suppliers before your wedding day and ensuring all their questions are answered before they arrive
- Liaise with your caterers and bar company on the day to confirm their details match with ours
- Working with your photographer/videographer by assisting them when it comes to photos
- Your Jacks Barn wedding coordinator will be present from 10am until 10pm