Position Overview
The associate will assist Denean’s Party by Design in executing seamless and flawless events that exceed the expectation of our clients by assuring the ceremony and reception proceeds exactly as planned.

Essential Job Functions:
The Day of Coordinator will coordinate and oversee the execution of the specific event including attending designated client and venue meetings, venue site inspections and rehearsals. He /She will collaborate with the assistant Day of Coordinator, the banquet manager and all vendors to ensure the event is seamless and flawless, he/she will be required to

- Distribute necessary balance checks to any remaining vendors the day of the event
- Liaison with florist, photographer, videographer, musicians, soloists, minister and ceremony participants upon arrival regarding specific duties and distribute event timelines to all wedding professionals
- Assist with pinning boutonnieres and corsages
- Work with the photographer to ensure that pre-ceremony and post ceremony pictures adhere to the pre-determined event timeline
- Liaison with groomsmen and/or ushers regarding proper etiquette for guest seating and pre-seating of family and guests
- Cues all ceremony music
- Gathers all family and wedding party attendants and places them in line for formal processional of ceremony
- Ensure that brides train and/or veil of bride are properly placed
- Liaison with caterer and reception entertainment and review script for announcements and reception activities
- Ensures that the reception site is set up properly and that the cake/s have arrived and are in place
- Liaison with bride/groom/wedding party/family regarding announcements into reception, places them in line for announcements
- Works with the Banquet Manager to ensure the bride and groom are taken care of.
- Coordinates all special dances with reception entertainment and all special dance participants
- Cues reception entertainment of toast announcement
- Notifies caterer, photographer, videographer, reception entertainment, and all other appropriate wedding professionals of cake cutting
- Prepares couple for cake cutting
- Collaborates with reception entertainment to facilitate bouquet/garter toss
- Supervises the collection of all gifts, bridal memorabilia and/or supplies (guest book and pen, cake knife or service, disposable cameras, baskets, bridal bouquet, centerpieces, extra programs, extra favors and memorabilia, etc.) and ensures that all item are given to designated person

Requirements
- Ability to multi task and manage multiple projects simultaneously to achieve desired outcomes
- Reliable and Dependable Transportation
- Excellent Customer Service Skills
- Flexibility
- Detail Oriented
- Reliability
- Professional
- Punctual
- Team Player
- Excellent Organizational Skills
- Excellent Communication Skills
- Ability to motivate and give instruction
- Ability to supervise/direct a team
- Ability to work with diverse populations
- Ability to be self-directed and highly motivated

Physical Requirements
- Ability to lift 25 + lbs. with or without assistive devices
- Ability to stand for 8 hours or more

Working Conditions
- Flexible hours (early mornings, some holidays, nights, weekends and long hours on event days may be required)
- 75% Travel will be required (Travel to event venue required)
- Attendance required for mandatory staff meetings and training session
Work Experience/Education

- High School Diploma or equivalent
- 1 – 2 years’ supervisory/ team leader experience
- 1 - 2 years’ experience preferred in a similar environment