



Wedding Co-ordination Service – Included in The Venue Hire Fee

What do we do for you before and on the day of your wedding to ensure the day is stress free?

Before the Day

The Gate Street Barn team are available often 7 days a week to respond to your questions by phone or email. You can also book meetings with us to run through the day and to discuss any other aspects of your wedding which are of concern.

The Venue is available for you to hold meetings with other suppliers such as photographers and florists etc. These need to be booked around events taking place and can be easily arranged by consulting our Availability Calendar on line .

We can be involved as much or as little as you like in recommending suppliers, advising on timings in conjunction with your caterer, advising on music and evening bar options.

We are happy to put you in touch with couples who have their wedding either side of you to discuss flower sharing should they be interested.

Other specific tasks are:

Ceremony layout, if applicable

Table layout

Co ordinating delivery of your drink, decorations and other items

Calling all your suppliers to ensure they know how to get here , meeting and greeting them on arrival to show them where to go. This would typically be hairdressers, beauticians, cake makers, florists, photographers, musicians, photobooths and evening food pop ups

On the Day

Open and set up The Barn turning on lighting, servicing the toilets i.e. restocking hand towels and loo rolls, hand wash and hand cream

General housekeeping

Meet and greet the bridal party on arrival and check them into the Brides room with their hair and make-up people

Make teas and coffees

Check guests into on site accommodation

Meet and Greet Registrars

Bring Groom for his meeting and make sure bridal party know to keep Brides Room door shut

Liaise with the Bestman/Groomsman re timing for guests to be seated, where the toilets are and where to place cards & gifts so they can assist the guests

Liaise with musicians or guest operating the iPod/docking station system doing Ceremony music re timing and position

Liaise with photographers and videographers re timing and position

Liaise with florist re button holes and bouquets

Assist with reserved signs for VIP guests

Bring Bride for her meeting with Registrars

Sort out bridal party in The Granary in preparation for going down Aisle. Open doors when Registrars are ready and que bridesmaids/bride when to walk down the aisle.

Dealing with late arrivals making sure they come into back of Barn.

Tidy Brides Room and remove any used glasses and mugs

After the Ceremony

Remove Civil Ceremony sign and put out table plan

Assist caterers with any room layout issues

During the meal

Prepare the evening bar

Light fire pit, we supply the smokeless fuel

Put out marshmallows and sparklers

During the Evening

Constant housekeeping such as tidying and toilet checks

Assist guests if they have not ordered cabs

Liaise with the evening entertainment i.e. disco or band, and other evening suppliers such as evening food pop ups

End of Day

Gather everything belonging to the couple, place in the kitchen ready for easy collection the next day

Put drinks that need chilling in the fridges for the next day's wedding