



**First Parish Church of Groton,
Unitarian Universalist**

Organized in 1655

One Powderhouse Road

P.O. Box 457

Groton, Massachusetts 01450-0457

978-448-6307

Email: office@uugroton.org

Rev. Elea Kemler, Minister

Services of the Wedding Coordinator

FOR A WEDDING, THE WEDDING COORDINATOR:

PLANNING

- Meets with the couple to introduce them to the Church's wedding policies, facilities and use guidelines, including entryways and staging areas, Sanctuary and parking
- Maintains lists of local photographers, florists, musicians, caterers and reception venues to assist couples with their planning

REHEARSAL

- Supervises the non-service parts of the ceremony, including processional, recessional and seating

CEREMONY

- Supervises the non-service parts of the ceremony, including processional, recessional and seating
- Meets any deliveries, such as flowers
- Advises the photographer of rules about photography during the ceremony
- Signals musician(s), minister and wedding party when the wedding is about to begin
- Instructs ushers, attendants and others in the wedding party in their tasks as appropriate, coordinates their arrival time, and assists any late guests

FOLLOWING THE EVENT

- Removes any wedding/event memorabilia from the Church
- Turns off any lights, appliances and other items, opens/closes doors to rooms as specified, and locks all outer Meetinghouse doors

FOR A WEDDING RECEPTION/OTHER EVENT, THE WEDDING COORDINATOR:

PLANNING

- Reviews reception / facilities use guidelines with the couple and/or event organizers, including set-up and all other arrangements
- Acts as liaison with caterer and musicians and meets with caterer to show the facility and to review guidelines for use of the kitchen
- Informs the sexton of required table set-ups and of any special needs such as music system or space for musicians

AT AND DURING THE RECEPTION

- Meets caterer, if applicable
- Supervises deliveries and parking for service people
- Directs guests to parking and reception
- Assists the couple and/or event organizers with any requests

FOLLOWING THE RECEPTION/EVENT

- Removes any wedding/event memorabilia from the Vestry
- Turns off any lights, appliances and other items, opens/closes doors to rooms as specified, and locks all outer Meetinghouse doors

CONTACT INFORMATION FOR THE FIRST PARISH WEDDING COORDINATOR:

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Leominster, MA

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