



ABERNETHY CENTER

ESTABLISHED 2001

WHAT TO EXPECT

EVENT SPECIALIST –

Your Event Specialist is your first point of contact, the person who usually tours with you and assists you in booking your venue. Your Event Specialist is your venue contact to answer your questions throughout the planning process. You will meet with your Event Specialist about 4 months prior to your wedding for your details appointment to address the specific elements pertaining to the amenities at Abernethy Center. Prior to this meeting your Event Specialist will e-mail you a details prep sheet and ceremony prep sheet that you will need to fill out and return no later than 1 business day prior to your appointment. These documents allow your Event Specialist to adequately prepare your account details, and failure to fill them out will require your appointment to be rescheduled. ***Your Event Specialist is not a coordinator and will not be there on your wedding day.*** Please see our coordination packages for more information and options regarding day-of assistance.

EVENT MANAGER –

Each event is assigned an Event Manager. The primary role of the Event Manager is to direct Abernethy Center staff during your reception, including the bar and meal service, and to ensure that the timeline and details agreed upon by you and your Event Specialist are executed according to your specifications. The Event Manager will be your venue contact day-of.

EVENT COORDINATION –

Abernethy Center partners with you leading up to your event to ensure that things are prepared as specified, however, we do not provide a coordinator for ceremony management, set-up, or clean-up of decorations. For that reason, Abernethy Center requires a professional coordinator to execute your timeline and manage the details and logistics of your event. Abernethy Center provides a wide range of packages from ceremony assistance to full service, that accommodate all size budgets, allowing your family and friends to enjoy the special day alongside you! You can also hire a coordinator from another professional coordination company, however your coordinator may not be immediate family, a friend, or part of the wedding party - no exceptions.

To learn more about the coordination packages available and the responsibilities of the coordinator, please reach out to your Event Specialist.