

## Events Co-ordinator role and responsibilities

The Events Co-ordinator at the Longhouse needs to display: -

- An excellent customer relationship
- Good communication skills both verbally and written to customers, Matt, Longhouse staff and other wedding suppliers
- Hard working
- Trust worthy - as that person will be in charge of running the Longhouse bar and dealing with cash.
- Level headed – being able to deal with any eventualities
- Firm but friendly especially towards the end of the wedding evening
- Organised
- First aid qualified

The role is: -

- To represent The Longhouse company after the first planning meeting until the last customer leaves after the wedding celebration.
- Setting up planning meetings and attending them.
- Co-ordinating with catering companies and other wedding suppliers.
- Managing the wedding preparation the day before with Mill on the Brue staff.
- Co-ordinating the wedding day until the Longhouse has been tidied and cleaned to an acceptable level after the guests have left.
- Ensuring the wedding couple staying at MoB leave on the Sunday morning before 11am.
- Co-ordinate the bar including stock levels, bar staff and the takings.

### The face of The Longhouse

The Event Co-ordinator will liaise and get to know the wedding couples who have booked from being shown around by Matt. The handover of responsibility will be at the first planning meeting and thereafter the EC will deal with any queries, second planning meetings, lead up to the wedding day including communicating with Mill on the Brue and the wedding day itself.

### Likely wedding weekends

We allocate certain weekends throughout the year for weddings and other events. There will be around 15 weddings per year. The majority are generally over the spring and summer months. 2022 is going to be busy as we are trying to play catch up from 2020 and 2021.

### Pay

The EC will be self-employed as the pay will completely depend on how many events The Longhouse is booked in for that month. I would expect to receive an invoice from you at the beginning of the month with 14 days term.

The EC will charge a rate of £500 for a full wedding weekend.

If you decide not to (or cannot) work the full weekend and we have to employ another person to oversee the evening element the pay will be reduced to £325 per weekend.

However, you would still be the point of contact during the evening in case of emergency.

The general working hours for a wedding weekend will be:-

- a) Set up - Friday afternoon from 3pm until around 6pm.
  - By 3pm the furniture in the Longhouse, gazebo, patio will be out in the correct position as according to the plan, which will have been sent at least 2 days in advance.
  - Everything in terms of sweeping will be complete and the hour is there to check the details, stock the bar and then meeting the wedding party for 4pm. Initially Matt will co-ordinate the wedding set ups.
- b) Wedding day - Saturday morning 10:30am until Sunday morning
- c) Wedding 'good-bye' - Sunday morning 9:30 am until 10:30am (this is can be agreed with the bride and groom in advance)

Any follow up emails and meetings will be charged at £20 per hour to the Longhouse Somerset Ltd. There are on average two planning meetings per wedding.

#### Weddings already booked for 2022

- 26<sup>th</sup> March
- 2<sup>nd</sup> April
- 7<sup>th</sup> May
- 14<sup>th</sup> May
- 21<sup>st</sup> May
- 28<sup>th</sup> May
- 4<sup>th</sup> June
- 11<sup>th</sup> June
- 25<sup>th</sup> June
- 2<sup>nd</sup> July
- 9<sup>th</sup> July (day before Summer Camps start)
- 27<sup>th</sup> August
- 3<sup>rd</sup> September
- 10<sup>th</sup> September
- 17<sup>th</sup> September
- 24<sup>th</sup> September
- 8<sup>th</sup> October