

# **Catering By Robert / Event Concepts . FL**

## **Planning / Day of Coordination Details**

### **Advance Services**

Unlimited phone calls, texts, messages or emails

Design Meeting at our studio to put together a sample guest table look and discussion of event layouts, other decorating needs. This will be followed by a DESIGN PROPOSAL which will serve as a "blueprint" for the look and feel of the entire event. It will include any upcharges for additional decorations, upgraded hard goods (chiavari chairs or lounge furnishings), drapery, etc. Whenever possible, we will offer vendor discounts for these additional rentals ranging from 10 – 17%.

Invitations to group tasting opportunities to sample additional food items offered by Catering By Robert

Scheduled Venue walk-through.

Maintain a File of all Vendor Agreements and updates

Review all details and logistics planned for the wedding day as needed  
(Review any arrangements the couple have previously made with vendors, and update timeline accordingly)

Provide etiquette advice

Final Meeting By 2 weeks prior to wedding. Confirm all details including vendors, their contact info, design details, arrival times, etc. Confirm final guest count and table assignments.

Submit agreed reception and ceremony layouts. Send to venue.

Coordinate with all relevant vendors on arrival times

Review and acknowledge venue requirements

## **Ceremony Rehearsal Coordination**

**\*\*\*\* For Ceremonies at the Same Location as Receptions\*\*\*\***

Bridal party members get correct line up and cues for next day

If client is able to drop off items at venue at the time of rehearsal, we will check them and let client know if anything needs to be brought the next day for the wedding

## **General Day Of Event**

Make sure venue has set up event spaces correctly and that all items it is providing are placed accordingly

Upon arrival, coordinator will check in with those getting ready on site

If bridal party is getting ready off-site make sure arrangements are made for bouquets, etc to be made available early for the photographer's needs

If everyone is getting ready on site: Ensure that personal flowers i.e. Groom and Groomsmen Boutonnieres, Flower Girl bouquet and attendant corsages have arrived at Ceremony location

Facilitate on-time arrival all vendors

Confirm photographer and videographer arrive on time, and are aware of the day's timeline

Make sure the Groom and Groomsmen are dressed and ready on time

Communicate any last minute details to the wedding party

Communicate with the transportation driver and wedding party so that everyone arrives at the Ceremony on time

## **Wedding Emergency Kit**

If any issues arise with subcontracted lighting/décor/special effects, we will contact those vendors immediately.

## **Ceremony Management**

**\*\*\*\* For Ceremonies at the Same Location as Receptions\*\*\*\***

Be mindful of any designated person or persons who are to be approached for issues/concerns on behalf of the bride and groom.

Ensure florist has delivered and set up all Ceremony floral arrangements

Distribute all flowers to remaining bridal party and family members

Check in all other vendors; handle any issues with those who have not arrived on time.

Set up programs and other Ceremony items i.e. guest book, unity candles, etc.

Ensure that Ceremony musicians/dj have arrived & direct them as to where to set up

Provide a greeter from our service staff to welcome guests and let them know how to secure seats at the ceremony

Coordinate with the Ceremony officiator to determine signals or cues

Handle any emergencies that may arise

Place name cards on reserved chairs in the first row(s) for the ceremony

Line up the family members, bridal party for their entrances down the aisle

Cue Ceremony musicians when bridal party is ready to begin processional

Provide pre-ordered beverages and hors d'oeuvres for bridal party immediately following the ceremony in a pre-specified area before formal pictures start.

Gather family and bridal party for photos after the Ceremony (this may be done by the photographer)

Transport items from the Ceremony location to the Main Reception area and store any items not needed at the Reception

## **Other Details Our Staff Will Handle**

For outdoor events, make certain that tents, table/chair placement and lighting is arranged and working appropriately

Make sure cake/sweets are properly displayed and that we are aware of any items that must be returned to them after the wedding

With with catering captain to confirm food serving timeline

Arrange escort/place cards or seating chart

Set up guest book, cake cutting utensils, and champagne flutes

Set up table numbers and menu cards

Set up any amenities baskets in guest restrooms

Set up favor table or place favors at individual seats And ANY OTHER CLIENT ITEMS THAT NEED TO BE PLACED

If a florist is providing fresh arrangements, make sure they are set up according to Design Proposal

Assist catering and/or venue staff with remaining setup needs

Look over guest tables and head table to confirm they are set up properly

Review final set up before guest arrival

## **Continuous Reception Management**

Instruct guests as to flow from social hour to reception.

Help guests locate their escort cards and dining tables

Locate Bride, Groom and wedding party and instruct them to stay to the side of main dining room until they receive cue for their introduction

Cue band, DJ or designated emcee when the majority of guests have found their tables and Bride and Groom are ready to be introduced

Cue band/DJ, photographer, videographer and immediate family members of the Bride and Groom when important events take place at reception (i.e. first dance, parent dances, cake cutting, and toasts)

Be aware of table locations of bridal party, family and important attendees for table release for buffets or serving for sit down meals.

If buffet/station style, get bride and groom their dinner first.

Be aware of any elderly or handicapped individuals who might need assistance including buffet food being brought to them when their table is excused

Distribute any final payments/gratuities to vendors

Prevent and fix any problems that may arise during the event

Remain easily accessible through the entire event in case there are any details the Bride & Groom would like attended to

Arrange send off items such as sparklers, bubble containers, etc.

Collect gifts and personal décor items and ensure they reach the designated family member, room

Coordinate Reception departure transportation and/or send off including being in touch with bus or limo drivers