

Catering By Robert / Event Concepts . FL

Planning / Day of Coordination Details

Advance Services

Unlimited phone calls, texts, messages or emails

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

Schedule Venue walk-through **if** not familiar with facility

Maintain a File of all Vendor Agreements and updates

Generate a **Design Questionnaire** prior to a **Design Meeting** at our studio where a sample guest table will be put together with in-house linen and guest table centerpieces, plus client items. Pictures will be taken of final set-up and a **Design Proposal** will be send to client with all details of that meeting.

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

Advance assistance with **obtaining rentals** for chairs, tables (if not included in our package), upgraded linens, specialty lighting, entertainment, etc. Depending on the rental source, we may be able to offer up to a 16% discount.

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.

Coordinate with all relevant vendors on arrival times

Review and acknowledge venue requirements

General Day Of Event

As the point of contact, Susan Stalnaker's cell number should be shared with all vendors.

A separate designated Coordinator arrives at reception venue at least 3 hours prior to the start of the 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

Facilitate on-time arrival all vendors, including florist

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

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

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

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 officiant and dj/musicians to determine signals or cues

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.

Transport items from the Ceremony location to the Main Reception area and store any items not needed at the Reception (ie. Arbor décor, aisle decorations to be utilized as reception pieces)

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 ***** Our staff does not set up or move wedding cakes over two tiers. This also applies to cakes that appear to be unstable. This must be done by the bakery or a representative of the client.**

With catering captain, confirm food serving timeline

Arrange escort/place cards or seating chart

Set up guest book, cake cutting utensils, and champagne flutes, small signage, and other table top display items provided by client

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

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

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

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,
or venue room

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