



## **Labor and Staffing**

### **EVENT STAFFING / \$175.00 per server**

#### **Based on 4 hours of service time / \$25.00 each additional hour**

A staffed team member, certified in food safety management, hired to work your event. The Job will consist of tackling all food service needs such as filling, replenishing, and clearing dishes from tables. Our team will keep the event space clean, empty trash, accommodating guests, and will complete any additional duties that may arise. Staff will break down by clearing all tables, cleaning the kitchen, packing up your leftovers, and completing the required venue departure check list. The amount of Staffing needed is determined by 520 which is based on your head count.

### **CERTIFIED BARTENDER / \$175.00 per bartender**

#### **Based on 4 hours of service time / \$20.00 each additional hour**

This service is Required if providing your own alcohol. Our bartender will set up your beverages and breakdown after the event. This service holds Liquor Liability Insurance

### **BAR BACK / 150.00**

If your headcount exceeds 100 guests a barback may be needed to assist the hired bartender. The barback will assist with service and keep the bar stocked with Ice and any additional needs associated with the bar.

### **AFTER DINNER STAFFING / \$150.00 per server**

Many caterers leave after dinner service is completed. Who is going to keep the reception space tidy afterwards? An Event Staffed employee can come in after the caterers have packed up and left to finish up the evening by keeping the trash cans emptied, continue to clear tables, and complete the required venue departure check list taking this responsibility off you. The amount of Staffing needed is determined by 520 which is based on your head count.

### **CEREMONY and REHEARSAL COORDINATION starting at \$300.00**

Need just a little help just before saying "I do" Wedding Ceremony Coordination may be for you. We will attend and direct the rehearsal, complete your processional and recessional line up. Instruct incoming vendors on placement and answer questions, place ceremony props, and we will be with you to Organize the hectic timeframe before walking down the aisle.

## **DAY OF WEDDING or EVENT COORDINATION Starting at \$800.00**

Relax, we got this!! Day of event Coordination will take away so much stress. All issues go straight to your coordinator. Our coordinator will direct your rehearsal. The day of she will assist with Set up and Placement, communicate with all incoming Vendors and Staffing, Answer questions, give instructions, create Timelines, and organize the entire day. From walking down the aisle to your sendoff, have a personal assistant to take care of unforeseen issues and coordinate your day's events. Have a right-hand man that will see everything goes according to your specifications.

*(Cost depends on set up and décor placement time, bridal party count and specific requests by the couple)*

# Event Coordination

## **WHAT DOES A COORDANATOR DO???**

- **Sets up a detailed schedule for your rehearsal, wedding, and reception.**

An order of events will make everything run smoothly and your guests will appreciate knowing what is going on – no drag time!

- **Organize the order of events for the ceremony.**

Your coordinator will then walk through the order of events during rehearsal.

- **In charge of the layout of the room.**

Your coordinator will be able to tell your vendors where everything will be placed. He/she will also be sure that linens, décor, flowers, etc. come in according to your schedule. Additional fees may apply according to event set up time

- **The DJ / Band / Entertainment**

The coordinator needs to be able to show them where they need to set-up and give them the schedule of the wedding, so they know when to expect/announce the time for events to happen. Works closely with the DJ on when to announce events according to the timeline and so on

- **The Guests**

The coordinator needs to be available about 30 minutes prior to the wedding to help guests if so needed, know where to place gifts, whether to wait to be seated or to seat themselves, whether to pick up a program (if available) or will they be passed out, Direct guests as needed to proper event location.

- **The Ceremony**

During this time, the coordinator is in charge. He/she is responsible for Organizing and directing the entrance for: The Family Members, The Groom & Officiant, The Groomsmen, The Bridesmaids, The Bride. The coordinator needs to work with the DJ concerning the music and what songs play at what times.

- **After the Ceremony / Before Dinner**

The coordinator should be checking to see that the guests know where they need to go while photos are being taking. He/she should also be checking with the caterer to be sure they have things under control. And appetizers and cocktails are available if so ordered. Delivers the bridal party beverages during photos.

- **Reception Details**

The coordinator makes sure that each event happens according to prearranged plans: First Dance, Dinner, Cake Cutting, Toasting, Last Dance, And so on..... The coordinator will cut your cake if needed.

- **Departure**

The coordinator should be sure that your departure vehicle arrives on time if this service is hired, Packs up your décor, sees that your gifts are loaded in the correct assigned car, tips out vendors, and organizes the send-off.