



## *Corporate Event Services*

- Creative consultation (themes & custom décor)
- Venue referrals and tours that fit your budget and design
- Attend staff meeting with Catering Sales Manager and Venue Manager/alert staff of guest(s) food allergies or special needs
- Access to top professionals in the Event Industry
- Create floorplan for stage, tables, dance floor, DJ, etc.
- Develop timelines - event planning and day-of event activities
- Final Vendor confirmations and directions for the day
- Early arrival to ensure the set up is correct
- Receive deliveries and greet vendors on event day
- Ensure proper placement of guest seating place cards and specialty items
- Ensure vendors provide services as requested
- Supervise and communicate with the chef and catering staff
- Personally assist host
- Cue musicians or music for ceremony
- Assist party/guests with special needs
- Assist with dietary needs or special meal request
- Gather guests for photographers
- Answer guest questions and concerns regarding the day
- Assist DJ or MC in guiding guests throughout the day
- Available and alert to take care of any unexpected occurrences
- Keep track of specialty items and pack everything up
- Distribute gratuities or final payments to vendors on your behalf