

## Team Leader

### Before Event

- Arrive 1 hour before venue opens making sure gates are secured open
- Get the ATV from lower barn
- Unlock front door
- Turn on heat or AC (addition in front of decor room has heat, no AC)
- Turn on all lights including string lights and those in the addition
- Check dry erase board in borrow room for notes
- Double check venue layout against the setup of the room
- Put linens on buffet tables and any other tables in the addition
- Use blower to blow off sidewalks, ceremony area, patio, and area by grooms room
- Unlock grooms room and turn on lights
- Put outdoor games on patio if requested
- Put out ceremony chairs and place cushions on them in no rain is expected

### Set Up Time

- Welcome clients when they arrive
- Introduce yourself
- Ensure you meet the decision maker of the day (name on the blue clipboard document)
- Lend a hand, if available, with decorating and be present for questions and helpful guidance. Suggest they set up one of each design fully and get someone started on folding napkins (if applicable.)
- Clients boxes and totes can be stored under tables or in their cars, not in our storage room or the catering room (same goes for vendors)
- Put out directional signs for the ceremony
- Introduce yourself to vendors as they arrive, ask if they have any questions or offer them a water
- Be sure T's arrives at least 45 minutes before the ceremony. If it's 30 minutes before the ceremony and they are not there, call the store at [\(636\) 584-8909](tel:6365848909)
- Give the DJ the announcements for the evening and confirm who is releasing tables for dinner
- If the couple is going out for pictures around the property be sure the ATV is cleaned out
- Bring the cooler with some drinks and chips
- If it's cold, bring the blankets from the office and some hot hands or electric hand warmers.
- Please message Kristin on Facebook Messenger and let her know how the day is going and stress level of clients post decorating
- Check with the photo/video team to see when they will need you to take them around for photos.

### During Event

- During ceremony turn on lanterns above the railing and light all candles (except tapered) in the venue
- When the ceremony concludes, if requested open garage doors
- Put away ceremony directional signs
- Have 2nd shift clean bridal suite after ceremony has began unless you are needing to go out on the ATV after the ceremony then 2nd shift should stay at the venue and clean the bridal suite later in the evening
- Turn on parking lot, back corner of building above waterfall, patio, and other outdoor lights
- If in the office turn on TV to view the the cameras and keep an eye on the event

- After dinner dim lights - **please pay close attention to this one. People don't like to dance in the bright lights.**
- Pull decor if there's an event the next day and ensure all battery operated items are in working order (check and change out batteries if needed)
- Keep trash cans emptied, placing trash in back of ATV
- Right before dark (after the client is finished with pictures) break down the ceremony space and reset for the next day if there's a wedding. If there is no wedding the next day, put away chairs and return barrels and large ceremony pieces to their spots by the office.
- While tables are dismissed collect chargers (caterer will wash and put away) and table numbers if HV's.
- Nicely remind the caterer to please wash and dry the chargers.
- Restock bathrooms during the evening if needed (TP, paper towels, soap, etc)

#### After Event

- Talk with your 2nd and 3rd shifts to plan job duties for the night (who's cleaning what, helping with the flip, etc)
- After the last song turn lights back up
- Help the client gather any of their belongings to the front by the gift table
- Make sure to gather our decor from the gift table to ensure they don't get packed in with the clients things
- Make sure the bar tapes the box of alcohol shut and it's placed in the catering room
- Remind them of food and beverage in the catering room that needs to go with them
- Double check the grooms room before they leave to ensure belongings have been removed (check outlets for chargers and the back of doors)
- Wish them well
- Put away all used decor (clean anything that is dirty and use the inventory list on the clipboard to recheck everything in to make sure everything was returned)
- After everything is cleaned and flipped, grab the end of the night responsibilities checklist from the clipboard and go through each item confirming with your team that things were completed. Sign your name once all items have been completed.
- Please make sure to take a thorough look around one more time to ensure the venue is clean and ready for the next day

#### Keep in Mind:

- If there is any kind of emergency call 911. You can ask the ambulance to turn off their sirens upon approach.
- Address: 7100 Thornton Rd. Pacific, MO 63069
- If you need to call an ambulance, police, etc. call them first and call Kristin next at 314-805-6530. If you don't reach Kristin, call Rebecca at 636-390-3654
- If garage doors are all open ensure all AC units are off. If the client wants the AC to remain on a maximum of 3 garage doors may be open