



Event Coordination & Design Team

EVENT COORDINATION AND DESIGN EXCLUSIVELY FOR THE FLOWER FIELDS

PLANNING

Ongoing

- Professional advice and guidance through emails and scheduled calls as needed
- Vendor recommendations
- Design and overall event planning

2 Months Out from Event

- Review all vendor contracts provided by Client
- Produce minute-by-minute timeline and diagram of event layout
- Final detail meeting with Client
- Contact Service Providers for arrival and end times including strike times
- Confirm all vendor orders and quantities on rental items
- Assistance with all vendor insurance verification

EXECUTION

- Up to 12 hours dedicate Onsite Event Management on event day
- Assistance with final décor needs along with set up of seating cards, menu cards, table numbers, favors, sign in table, guest book etc.
- Attend sound check with band/musicians/DJ
- Communicate and manage banquet staff regarding set ups and compliance of floor plans and Owner policies
- Direct ushers with seating and program distribution if necessary
- Manage overall timeline of the event
- Assist vendors with Owner and Venue policies on event day
- Assist with final payments and gratuities to vendors if necessary

Included with Barn Rental