



As the **Event Sales Manager**, I am employed by the venue and primarily specialize in booking social events and weddings. Once you have booked a wedding with us, our executive chef and I will help you with planning your menu, the room set up, and creating the banquet event orders for the kitchen and banquet staff to follow.

I will be on site for your wedding day to check in with you to ensure a seamless transition to the venue's banquet captain once you have made your grand entrance.

A Wedding Planner is a personal consultant who is employed by you. Depending on what you contract this individual for, she is with you in all aspects of the planning and execution of your wedding. Your planner will be on hand to assist in the negotiation process. She will mediate when needed, design, shop, travel, and research. In essence, she will aid you in every detail to help eliminate much of the stress that can accompany the planning process. Your planner will attend meetings with you and on your behalf. She will be the go-to person at your wedding and the point of contact for all your vendors. Most importantly, your planner will be on hand the “day of” to manage every detail for the flawless execution of your event.

Having both the Event Sales Manager and a Wedding Planner will ensure your special day goes off without a hitch.

As your Event Sales Manager I will provide the following services:

- Respond to your initial inquiry regarding our venues and provide a personal tour.
- Provide site details including our venue’s food and beverage minimums and site fees.
- Negotiate and sign the contract for the venues.
- Provide you a list of recommended vendors.
- Assist you in your menu selection and provide an itemized total cost estimate.
- Provide you with a BEO (Banquet Event Order) outlining the catering details for the event.
- Design a floor plan of your function space which will allow you to provide seating arrangements.
- Ensure the venue delivers what was contracted.
- Educate the venue Banquet Captain for a seamless transition to handle the event.
- Provide information regarding venues (within our portfolio) for rehearsal dinners, brunches and parties.

Your Wedding Planner can do the following (depending on what kind of services you contracted):

- Provide full-service coordination from your engagement party to your honeymoon activities
- Go venue shopping with you – not only for your wedding day, but for locations for rehearsal dinners, bridal brunches, bachelor/ette parties, etc.
- Research wedding trends and styles and offer suggestions to achieve your vision
- Negotiate contracts on your behalf
- Provide a range of professional referrals to accommodate your taste, style, and budget
- Assist in the designing of your event and its execution on the day of
- Provide assistance with etiquette and protocol regarding your invitations, registry, colors, ceremony toast, bridesmaids' luncheon, rehearsal dinner, and all other wedding related matters.
- Be available to you to discuss your event planning
- Provide direction with hiring vendors and attend vendor meetings with you
- Meet with all your vendors to ensure all things contracted are being handled accordingly and to assist them with timelines, directions to the venue, and set up the day of.
- Negotiate and establish room blocks with different hotels to accommodate your guests and manage your hotel room block
- Research and coordinate activities for your out of town guests
- Design a comprehensive vendor payment schedule according to their individual contracts
- Act as a liaison between family members, bridal party, photographer, videographer, band/DJ, florist, caterer, and the many more vendors that it takes to produce a spectacular event.
- Provide assistance in planning every detail pertaining to your wedding and /or additional activities such as golf or spa outings
- Design complete timeline for all events happening on your wedding weekend and ensure all parties involved have the timeline
- Coordinate and direct your ceremony rehearsal
- Assist the wedding party, mother of the bride, and the bride with getting ready if needed
- Be on hand the day of the wedding from set up to post event to supervise every non-catering detail – from pinning corsages to setting out place cards, programs, favors, cake knives, guest book and decorations, running emergency trips to the store.
- Direct the ceremony line up with the bridal party, parents and the bride
- Work directly with the venue and Sales Manager to achieve your perfect day
- Coordinate the reception lineup with the grand entrance of the parents of the bride and groom, the bridal party, bride and groom's grand entrance, first dances, toasts, gown changes, cake cutting, garter toss, and grand exit
- Ensure gifts are collected and delivered to the appropriate parties.
- Stay well after bride and grooms depart to ensure all personal items are collected and rented items are properly stored and or picked up.