

To Assist You Along the Way

When the planning process begins your Catering Manager will be available to assist you in:

- ♦ Acting as your resort contact for vendors and guests who may have questions
- ♦ Providing recommendations of trusted, specialty vendors for all of your wedding needs
- ♦ Meeting with you to turn your dreams and wishes into banquet event orders and an itinerary to properly execute your big day
- ♦ Creating a visual diagram of your reception rooms set up and design to assist you when you are planning your seating assignments
- ♦ Providing you with an updated estimate for your event and scheduled payment guidelines
- ♦ Contacting your vendors prior to the event to coordinate arrival times and set up needs
- ♦ Coordinating a rehearsal with you and your wedding party to make everyone feel comfortable in their wedding roles

We want you to sit back and relax on your wedding day your Catering Manager will be here to:

- ♦ Set your favors, place cards and specialty wedding items
- ♦ Coordinate the arrival of your vendors and guide them in the setup process
- ♦ Check on the Bride and Wedding Party to ensure everything is going seamlessly
- ♦ Oversee the Ceremony and Reception set up
- ♦ Line up the Wedding Party and coordinate your Wedding Ceremony
- ♦ Guide guests from Ceremony to Reception
- ♦ Coordinate with your DJ/Emcee for introductions
- ♦ Discuss with your DJ/Emcee the Schedule of Events for the remainder of the event
- ♦ Introduce you to the Banquet Captain who will be there to assist you for the remainder of the reception