

**Objective:** To efficiently set-up venue for wedding ceremonies and receptions.

*Supervises:* Set-Up Team Members

*Reports to:* Lead Venue Coordinator

## Responsibilities

- Be onsite at 6:30 am to begin reviewing event binder and opening venue.
- Be respectful and courteous at all times.
- Continually be looking for litter, garage or out of place items and cleaning up.
- Introduce yourself to vendors, the couple, members of the wedding party, family/friends or anyone else at the venue.
- Supervise Set-Up Team Members.
- Make sure the venue and building are clean and adequately stocked with paper products, garbage bags, etc....
- Ensure all the couple's requests per the Walk-Through Checklist are implemented.
- Problem-solve any and all issues that arise during the set-up process.
- Direct vendors to where they set-up.
- Answer questions and/or provide directions to vendors, the couple, members of the wedding party, or family/friends who are assisting in decorating.
- Once venue is set-up per couple's request, walk the venue **every 30 minutes** to ensure everything is set, check garbage and recycling cans and empty if filled.
- Check in with Day-of Coordinator to answer questions and provide assistance.
- Record special concerns or requests of the couple, day-of coordinator and/or key players and transfer this information to the closing team at the hand off.
- Remain at the venue until the closing team reports for their shift.

## Qualifications

### *Skills/Knowledge:*

- Management skills preferable
- Customer service skills preferable
- Organized and detail-oriented
- Professional and courteous

### *Special Requirements:*

- Ability to perform a variety of physical tasks which may include, but is not limited to walking, bending, standing for long periods of time and lifting.

## Dress Code

- The Gardens of Castle Rock T-shirt\*
- The Gardens of Castle Rock Fleece\*
- Black, gray or khaki colored pants, capris or shorts. Shorts must be at least two inches above the knee.
- Nametag positioned on right side of T-shirt or fleece\*
- The Gardens baseball style hat or visor\*

*\*Provided by The Gardens of Castle Rock*