

# Planning Package for Loring Catering & Events Clients

Loring Bar & Restaurant | Varsity Theater

- Day-Of Coordination & Event Management including up to 8 hours onsite with 2 Coordinators present
- Complimentary introductory in-person consultation to discuss vision for event
- Planning and confirmation of event floor plans, seating arrangements and place settings; provide outside vendor and décor recommendations as needed
- Set-up of personal display and décor items for event (signage, place cards, photo/merchandise displays, etc.)
- Preparation of final day-of event timeline, vendor contact list and set-up list
- Continued management of timeline and flow of event from guest arrival through conclusion of meal
- Communication with outside vendors (~4 weeks prior to event) and final confirmation of all outside vendors (1 week prior to event)
- Final planning meeting ~3-4 weeks prior to event date to discuss details, review vendor contracts as needed, confirm day-of timeline and finalize BEO with Loring catering representatives
- Attend and run ceremony rehearsal (up to 1 hour) – \*wedding clients only\*
- Organization and cuing of wedding party for processional – \*wedding clients only\*
- Management of transition between ceremony & reception (moving decor items, personal items and guidance of guests) – \*wedding clients only\*
- Distribution of final payments/tips for vendors
- Day-Of event emergency kit