



## Client Representative Responsibilities

The Boettcher Mansion requests that you select someone (friend, family member, assistant or wedding coordinator) who will take responsibility during your event. This person will assist the brides & grooms, person of honor, and/or vendors, etc., with the organization of details during the preparation time, event time, and cleanup time. The Client Representative responsibilities are as follows:

### **Before the Event**

- Review the Mansion's policies (including what will affect a security/damage deposit forfeiture).
- Understand the event time frame (including the contracted arrival and departure times).
- Understand the previously arranged event details.
- Determine who will cue the wedding party during the processional.
- Determine who will make announcements during the event.
- Understand who (caterer or family) is responsible for the "changeover" from ceremony to reception.
- Understand who is in charge of the cleanup.

### **Upon Arrival (Preparation Time)**

- Be aware early entry is only allowed with prior approval from the Mansion's Special Event Coordinator and that additional fees are charged to the client.
- Check in with Mansion Event Staff.
- Assist vendors, friends, and family setting up. If needed, ask for a copy of the setup and time frame to assist you.
- Monitor placement of guest book, place cards, escort board, table numbers, gift table, decorations, and party favors, etc.
- Confirm cueing for the processional with the wedding officiant.
- Know when family members are to be seated.
- Confirm that the "changeover" to reception seating is planned and runs smoothly.
- Know wedding party plans immediately following the ceremony (i.e., pictures, receiving line).

### **During Event**

- Monitor planned reception activities from beginning to end.
- Enforce Mansion's policies throughout the event.
- Be prepared to terminate reception activities for cleanup to begin (i.e., stopping musicians/dancing, closing bar, & assisting client in purchasing more event time if needed).

### **After Event (Cleanup/Departure Time)**

- Coordinate & delegate the removal/storage of all personal and rental items (i.e., clothes, food, liquor, gifts, decorations, etc.).
- Check with Mansion Event Staff for direction on cleanup responsibilities.
- Sign out with Mansion Event Staff once cleanup is completed.

***Note:** The Mansion's Event Staff will monitor your event for safety, document event activities, and direct cleanup responsibilities. Our staff is available to orient guests, answer questions, guide vendors and help resolve unfavorable situations. He/she does not cue the wedding party, help with changeovers, or directly assist with cleanup.*