

### Weekday/Overall:

- Assisting in event meetings: Taking notes, listening to floor plan ideas, wine selections.
- Generate Function contracts & process all initial & final deposits
- Assist in organizing all event files
- Keep linen credenza organized
- Parking Signs
- Event Signs
- Phone Calls
- Walk Ins
- Marketing
- Assisting with all in house special events – Harvest Dinner, Valentine’s Dinner, Wine Club

### Pre-Event Service:

- Reserved event parking signs set out
- Event signs out at rental areas
- Confirm event layout prior to host arrival
- Reviews seating diagrams for acceptability and accuracy
- Clean outside areas of rentals
- Make sure bathroom is clean in Stable Room
- Pull glasses
- Pull wine bottle displays/ wine
- Grab microfiber cloth, glasses will need polishing
- Grab ice
- iPad for music
- Ask host which playlist and/or radio station she would like to use via Spotify
- Open one bottle of each wine & store behind the bar out of guests reach
- Assist with host in any way
- Welcomes vendors and assist with setup needs
- Then SHOWTIME

### Event Execution:

- Greets all guests with a warm & welcoming smile
- Communicates regularly with the Host and Catering Leads throughout event
- Takes out garbage as needed
- Maintain cleanliness of event space throughout event
- Educate guests on our wines. Sell bottles to-go
- Make all guests feel special **the best form of advertising is guests watching what we can do in action. Repeat business is our biggest revenue source**
- Assists & resolves guests’ concerns, inquiries and complaints alongside with Kayla

### Closing of an Event:

- Last Call
- Pull displays
- Clean bar area (water/wine foils)
- Count empty bottles first, then partial bottles in Wine Direct
- Make sure staffing fee is attached to the bill
- Collect payment
- Pull trash/recycle

- Reset & flip for the next event
- Clean floors/bathroom
- Reset outside furniture
- Ring out all dirty tablecloths outside, then place in bin
- Make sure that kitchenette is clean at the end of the day and trash is taken out
- Bring in event signs
- Extra tables should be brought in or placed in Stable patio
- If bars are not in use, they should be rolled back against the wall
- Arm the barn & lock up