



The Barn at Evergreen Memorial Park's
**DAY OF CONTACT
PERSON**

We are so thankful that you have chosen to be a part of this wedding at The Barn. Your role is very important in ensuring a spectacular day for our couple as you are the primary person in charge of their personal details. We hope the following information gives you an idea of what your role will entail.

- You will be the onsite Barn Staff Coordinator's go to for any questions, changes, or concerns and will be required to checkout with them at the end of the night.
- You are in charge of the team that will be setting linens, decorating the tables, and setting up any decorations in the ceremony site such as florals, runners, and/or backdrop arches. You may delegate these tasks as desired, but you will be the point person in charge.
- You will be in charge and responsible for any type of send off that the couple has chosen such as bubbles, glow sticks, or sparklers. Please note that for sparklers, there is a separate Barn policy that the couple must agree to.
- You will be in charge of making sure all personal items such as linens, decorations, and boxes brought in have been removed from The Barn at the end of the event. This includes any items in both dressing rooms and any items at the ceremony site.
- You will be in charge of ensuring all rentals are removed by the rental company, or have been placed in the approved location if a next day pick up has been granted.
- You will be in charge of making sure that all leftovers whether food, alcohol, or party favors, have been either thrown away, or loaded up.

THANK YOU!

Your involvement is so appreciated. Don't hesitate to reach out to us prior to the event with any questions or concerns. On the day of, the onsite Barn Coordinator will be happy to assist you with anything you might need.