



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

Day of Contact Responsibilities!

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 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 the 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 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.