

UNIONPINE™

EVENT COORDINATOR - DAY OF

UNION/PINE's Venue Manager will be responsible for the tasks outlined below. Should the Client desire any load in, load out, or decor assistance, vendor coordination, or help keeping their event timing on track, Client will want to take advantage of an in-house Event Coordinator.

VENUE MANAGER

LOAD IN

Meet Client at arrival
Adjust lighting/change bulb wattages
Deliver electrical needs
Acclimate Client and crew with space
*Client is to act as the main vendor contact
*Client is responsible for all set up and decor duties
*Client must adhere to U/P Decor Do's and Dont's

DURING EVENT

Adjust heat/A/C
Keep bathrooms & kitchen stocked and tidy
Assist bar staff in monitoring OLLC compliance
Oversee Venue/Fire Marshall compliance

LOAD OUT

*Client or representative must coordinate Load Out

The biggest advantage to hiring an Event Coordinator is that it will allow you and your guests to enjoy the big day without having to watch the clock or worry whether everything will come together as you've dreamed. Our Coordinator will step up Day Of to keep every little thing on track, and catch anything that might fall out of place. Day Of responsibilities remain the same, whichever level Coordinator has been hired.

LOAD IN

Coordinator will manage load in of all vendors, without Client present if desired.

Coordinator will oversee venue set up according to predetermined layout.

Coordinator will adjust lighting and run any necessary electrical.

Coordinator will oversee load in to ensure that Client and guests adhere to U/P policies to avoid damages.

DURING EVENT

Coordinator will provide direction as needed throughout the event and will be the main contact for any hiccups that may arise.

Coordinator will oversee food and beverage service and timing and assist as needed with bussing, etc.

Coordinator will manage run of show in accordance with previously developed itinerary.

LOAD OUT

Coordinator will oversee take-down, pack up, and load out of all vendors including decor, floral, DJ, lighting, etc., without Client or representative present if desired.

Coordinator will arrange and manage next day rental pickup if applicable.

Coordinator will oversee load out to ensure that Client and guests adhere to U/P policies to avoid dam-

ADDITIONAL SERVICES

Set up and break down of tables and chairs will be performed at Client request if U/P Movers have been hired in advance. Hourly rates apply.

Floral arrangements and installations can be created or assistance can be given if Coordinator Assistant has been hired in advance. Hourly rates apply.

Table settings and decor set up and take down/pack up will be handled by U/P team if Coordinator Assistant has been hired in advance. Hourly rates apply.

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EVENT COORDINATOR - IN ADVANCE

This overview is designed to help Clients understand the levels of event production our staff provides.

VENUE MANAGER

The Venue Manager will offer basic support through planning and will be available for any general needs.

Venue Manager will provide a to-scale event layout based on Clients direction.

Client should consider hiring a U/P Coordinator if assistance with any of the following is desired:

- Sourcing or booking vendors
- Adhering to wedding planning timeline
- Designing event layout
- Decor inspiration
- Setting/executing Day Of timeline
- Coordinating vendor needs Day Of
- Overseeing Client set up and decor
- Assisting with load in/load out

DAY OF COORDINATOR

The Day Of Coordinator role will mean Coordinator will assist Client in planning process with a goal of being fully equipped to take the reins Day Of.

Coordinator will assist Client in coordinating vendor load in and load out.

Coordinator will provide email and phone support during all business hours for Client in advance of the event and advise in aspects of the event including layout, food and bar service, and rentals.

Client will act as primary contact for all vendors, and will schedule and run on-site planning sessions, while Coordinator will attend and advise as needed.

Coordinator will schedule and coordinate Client rehearsal if hosting at UNION/PINE. Rehearsal hours worked by Coordinator to be charged in addition.

Coordinator will design and generate layout options specific to event for Client to approve.

Coordinator will develop a cohesive and detailed event itinerary for Client to confirm with vendors.

MID-LEVEL COORDINATOR

A Mid Level Coordinator will be responsible for above duties as well as the following elements:

Coordinator will act as primary contract for a partial list of vendors, and will schedule and run on-site planning sessions with Client present.

Coordinator will view Client's decor inspiration (Pinterest, etc) and advise on sourcing as requested.

Coordinator will develop detailed event itinerary and will confirm timelines directly with all vendors.

Coordinator will schedule and coordinate Client rehearsal on-site or off-site. Rehearsal hours worked by Coordinator to be charged in addition.

FULL-SERVICE

A Full-Service Coordinator will be responsible for Day Of and Mid-Level duties as well as the following elements:

Coordinator will act as primary contact for all event vendors including A/V, chaplain, DJ, etc, and will schedule and run on-site planning sessions without Client present if requested.

Coordinator will assist with sourcing and booking bonus vendors such as wardrobe, musicians, hotels, transportation, etc.

Coordinator will create shared Pinterest board and collaborate with Client on all inspirations and decor aspects as requested.

Coordinator will provide Client with running venue and vendor invoices.

Coordinator will be available for any off-site planning meetings Client or vendors may require.

Coordinator will hire and manage any freelance event staff required. Additional fees will apply.

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FEES AND CONDITIONS

RATES-IN ADVANCE

UNION/PINE Coordinator is hired at the rate of \$65/hour for all pre-event planning hours. Coordinator will document hours worked and duties performed, provide updates on hours on a regular basis and will present an invoice to Client one week prior to the event.

Coordinator will contact Client if it appears planning hours may exceed estimated hourly total.

RATES-DAY OF

On the day of the event, Coordinator is hired at the rate of \$65/hour for all hours worked, to be determined by Client's event schedule.

Coordinator will arrive at the venue 1/2 hour before first vendor arrival and will remain on-site until load out is complete, except in the case that event hours extend beyond a 10 hour shift, in which case an Assistant who has been prepped on event will be brought in to complete services at the same hourly rate.

RATES-MOVERS

Set Up may require the need for Movers to be on site during all or a portion of the event, to be determined in advance depending on extent of services.

Client will be responsible for covering Mover hours worked at the rate of \$25/hour.

RATES-ASSISTANT

Set Up may require the need for an Assistant to be on site during all or a portion of the event, to be determined in advance depending on extent of services.

Client will be responsible for covering Assistant hours worked at the rate of \$35/hour.

EXPENSES

Coordinator will cover their own related gas/travel expenses, but all other event-related costs are to be covered by the Client or reimbursed to Coordinator if incurred.

Any special provisions or Client requests will be submitted by Coordinator in a timely manner and to the satisfaction of the Client, and Day Of services will be performed to the best of Coordinator's ability.

COORDINATOR RESPONSIBILITIES

Coordinator is responsible for executing all duties outlined on 'In Advance' and 'Day Of' Coordinator Info Sheets to the best of her ability.

BILLING

All booked planning meetings, walkthroughs, phone calls, and emails will contribute to total hours billed to Client.

Any no-show meetings whether at fault of Client or vendor will be billed for and paid by Client.

Any overages in Day Of staffing affected by schedule whether at fault of Client or vendor will be charged to Client.

Need for second shift Coordinator, Assistant, or Mover will be determined by Coordinator. Applicable hourly rates will be charged to Client.

CLIENT RESPONSIBILITIES

Client is responsible for paying for vendor products and services in full and in accordance with each individual policy.

Client must provide any supplies to be used by UNION/PINE Coordinator prior to or at start of venue rental time.

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FEES AND CONDITIONS (con't)

AGREEMENT

Coordinator gives permission and shall allow Client to use any photograph, videos or other recorded media in which the Coordinator is in, or part of, in any manner and for any purpose they wish.

This agreement or any attachments constitutes the entire agreement between the parties and may not be modified except in writing signed by both parties or by the acknowledgment of emails received by both parties.

No other representations or promises have been made except those that are set out in this agreement. If any part of this agreement is adjudged invalid, illegal, or unenforceable, the remaining parts shall not be affected and remain in full force and effect.

CHANGES

Any changes to event date, time, or location may interfere with availability of Coordinator, venue or vendors. If Client does change date, time, or location of the scheduled event and Coordinator is unable to provide services, then Coordinator is released from all contract obligations and shall in no way be held responsible or liable in any manner whatsoever for non-performance.

In this circumstance, Client is responsible for covering cost of Coordinator hours worked as well as rate for expected Day Of hours for noncompliance with this agreement.

In the event that any vendor cancels prior to the date of the event, Client agrees that Coordinator may substitute a new vendor with or without advance notice to Client at its discretion and any additional costs to be paid by Client.

UNION/PINE COORDINATOR

EXTENUATING CIRCUMSTANCES

Client understands and agrees that Coordinator shall not be responsible or held liable in the event that Coordinator is prohibited from providing Day Of services due to illness, hospitalization, transportation breakdown or disruption, acts of God such as inclement weather, or other unforeseen incapacitation or other cause of non-arrival on the day of the event.

Coordinator will make every attempt to notify Client and to secure a substitute to provide services if time and resources permit.

In any event, UNION/PINE, Coordinator, agents and assigns shall not be held liable for any compensation or any damages (including punitive) due to non-performance of any event service resulting from such incapacitation, non-arrival, errors and/or omissions of any type.

PAYMENT

Coordinator payment will be due in full one week prior to event date and will be added as a line item to UNION/PINE's invoice.

TERMINATION

If at any time without fault, the Client wishes to terminate the Coordinator contract, Client will be responsible for paying hours worked plus expected day-of hours.

In the case the Coordinator fails to perform or it is agreed that a egregious Coordinator error has been made, Client will pay for hours worked and Coordinator will assist in seeking an acceptable replacement to see through the planning and event.

CLIENT:

Sign

Print

Date