



## Event Management

As part of the services you will receive for your event, our team will provide the support you need to manage the logistics for your wedding and events at French's Point Estate. We are happy to work with you directly, or with your chosen wedding planner. We will communicate with your chosen team of wedding vendors to ensure a successful outcome for your celebration.

## Our Event Management Process

After reservation, we will send along information to help you get your planning underway to include:

- Sample event timeline
- Preferred vendor directory
- Accommodations directory
- House rental directory
- Sample floor plans

Once planning is underway and you have had time to review the materials we provided, reach out to us to schedule a call and we can discuss:

- Customizing your event timeline
- Vendor team
- Lodging strategy
- Event rentals

Six weeks prior to the event date, we ask you to provide copies of contracts for:

- Vendors
- Rentals

Four weeks prior to the event date, we will offer to schedule another call to confirm:

- Timeline
- Guest count
- Floor plans
- Rentals

Two weeks prior to the event date, we will confirm:

- Vendors
- Rental services

On your wedding day:

- The site manager will be your point of contact and the point of contact for your vendor team.
- Our experienced staff will set up & clean up the house tables, chairs, and dinnerware in the designated location based on your floor plans.
- Our traffic control & security staff will make sure that your guests safely enjoy the celebration.

If you feel you require additional support of a wedding planner, French's Point will provide recommendations.