

# BIRCHTREE CATERING

*locally minded, seasonally inspired*



## *Day-Of Coordination*

Catering and coordination are a perfect combination, and our team can make sure that set-up, service, vendors and food run perfectly together. Our down-to-earth day-of coordinators are experts at troubleshooting last minute mishaps, handling any sensitive family issues, and making sure that there are no worries on the couple's plate.



### Services Provided

- Reception Timeline - We run the timeline throughout the Birchtree contracted timeframe. This may include on-site ceremonies. We'll make sure all of your vendors are ready and cue the procession.
- We will create and customize your reception timeline from cocktail hour through dessert to include service times and special wedding moments, and we will share this with your vendors two weeks prior to the wedding.
- Vendor Coordination - We act as your day-of contact for vendor arrival and check-in.
- We will cue your vendors throughout the reception for special wedding wedding moments.
- Personal Reception Items - We can place guest book, card box, escort cards, completed centerpieces, and reserved ceremony signs.
- We will organize personal items at the end of the reception for clients to take home (or leave at the venue).

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## *Planning Tools Included in Your Birchtree Package*

- Curated Vendor Recommendations
- Layout
- Seating Chart
- Bar Buying Guide for suggestions on varieties and amounts of alcohol to purchase
- Timeline: We will create and customize your reception timeline from cocktail hour through dessert to include service times and special wedding moments
- Venue Site Visit
- Food Signage to note menu items on display
- Food Styling
- Key Dates and Deadlines for catering decisions

## F.A.Q.

- How Much Does a DoC Cost? We include this service as part of your menu price!
- What If I Have A Planner? We'll work hand in hand with them to make sure every service is covered.
- What Types of Venues Do We Work In? We've worked in every type of venue, from ballrooms and libraries to factories and farms. Our coordinators are well-versed in creative solutions to unforeseen problems.



We have wonderful recommendations for planners who cover additional services, such as:

- Ceremony Planning, Including attending the rehearsal
- Coordinating song choices and music timelines
- Hair and makeup timelines
- Venue needs such as power/ load-in logistics for vendors
- Return items to the client outside of the venue
- Vendor appointments
- Vendor contracts (outside of related food vendors)
- Vendor Budgets
- Hotel Bookings
- Printing
- Decorative menu signage (such as chalk boards, large prints)
- Decor Styling