



### **Your Portofino Catering Sales Representative Will:**

- Provide a personalized tour of the Portofino Hotel and Yacht Club, to show you the banquet facilities we have to offer
- Establish food and beverage minimum fees
- Customize a wedding package
- Confirm availability and reserve dates and times of your event by providing a signed Sales Agreement
- Recommend special event professionals to assist with music, floral, photography, etc
- Act as a menu consultant for all food and beverage selections
- Detail your Banquet Event Order and Wedding Resume outlining all of your event specifics and ensure that it is communicated flawlessly to the hotel operational team
- Provide a diagram of the room
- Create an estimate of charges outlining your financial commitments
- Arrange and attend the Wedding Showcase event for your menu tasting
- Reserve the room for the bride and groom (if applicable)
- Oversee the ceremony and reception room set-up, food preparations and other hotel operations
- Ensure a seamless transition to the hotel's Banquet Manager and Captain once the Grand Entrance has occurred
- Communicate each detail to the Banquet Manager and his/her assistants
- Review your banquet checks for accuracy

### **On the Day of your Wedding, Your Day-of-Wedding Coordinator Will:**

- Run wedding rehearsal and assist with checking in of rooms if necessary
- Receive items for the reception and hold them until the day of the event
- Meet and greet the Bride and Groom upon arrival
- Check set-up of Ceremony and Ballroom area according to the Banquet Event Order
- Set place cards on table (must be provided in alphabetical order)
- Set out programs, favors, cake server, toasting glasses, cameras, etc
- Assist the DJ/Band to line up the Bridal Party for the Grand Entrance
- Review schedule of events with all vendors for the event
- Move gifts to a secure location with one guest of your appointing
- Move guests to ballroom
- Greet guests as they enter the ballroom