

### Wedding Reception Event Staff Meeting

The Event Staff Meeting is a great opportunity for us to gather one more time and review details of your very special day. We will review the day's specifics from start to finish. Prior to the meeting, you will receive a handy checklist outlining the items we will review. These items include, but are not limited to; pre-wedding day decorating schedule, final guest count, service provider information, rainy day ceremony arrangements and much more. The meeting attendees include; the couple and Valcour and catering staff representative(s). Meetings can be held over the phone or in person. Due to our busy calendar of events, Event Staff Meetings are primarily scheduled between Mondays and Thursdays between the hours of 8:30am and 4:00pm. Our goal is to ensure you and your guests have a joyful and memorable Valcour experience!

### Business and Other Social Events Detail Confirmation

The Director of Properties will contact you several days prior to your reservation confirming; guest attendee totals, arrival and departure times and set up and equipment requests. We will attend to all applicable details, assisting you in the success of your business or social event.