

Set Up

Thursday- 10:00-5:00

Tasks to be completed

- Tablecloths and runners need to be placed on each table.
- Centerpieces need to be placed.
- Quiet room needs to be set up with toys, lamps, blankets, headphones, and pillows.
- Crowns need to be assembled.
- Frames need to be folded and labeled
- Guest favor bags need to be filled with crowns/tiaras, notecards and glow sticks.
- Formal photo station set up.
- Respite room needs to be prepared (tablecloths and lantern centerpieces).
- Plants unloaded and arranged.
- Food stations need to be stocked with paper goods.
- Create balloon arches.
- Stanchions placed inside. Garland strung along all stanchions.
- Hair and make-up station arranged.
- Shoe shine station built.
- Flower table arranged.
- Prep room decorated - Curtains hung, "chandeliers hung, etc.
- Karaoke room decorated.

Friday Prep- 8:00-3:00

Task to be completed

- Light archway needs built and wrapped with lights.
- Red carpet rolled out and vacuumed.
- Signs placed.
- Registration tables arranged.
- Outdoor stanchions placed.
- Garland strung along check-in area.
- Check in tables prepared.
- Parking and signage placed.

Team Lead

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