



THE COW SHED CRAIL

NEAR ST. ANDREWS • SCOTLAND

THE POINT OF CONTACT - WHAT TO EXPECT THROUGHOUT YOUR VENUE HIRE

Throughout your hire of The Cow Shed Crail we include a point of contact. Every event is different so the below is not set in stone but intended to clarify what you can expect from the point of contact throughout the event.

SET UP DAY:

Welcome meeting at 10am with couple. This will include a walk through of the venue, instructions on how the PA system and heating work, emergency contact details, where rubbish goes and a run through of the welcome pack. The point of contact will also run through the event sheet to check on any last minute changes to suppliers/timings. You will be given a direct contact number at this meeting for the point of contact.

For the remainder of the set up day the point of contact will come back at 1pm, 4pm and then to lock up at the end of the evening once the set up is complete. If you require the point of contact at any other time during the day you can just call and they will be able to pop in to help you with your questions.

DAY OF EVENT:

The point of contact will open up the venue at 9am and meet with suppliers as they arrive and ensure they know where they are to park/set up.

Viewings sometimes take place on the morning before a wedding so the point of contact will inform you of these and be at the venue to carry these out.

The point of contact will be at the venue to welcome the Groom, meet guests and show them where to go. They will stay at the venue for the start of the ceremony and are happy to help with any little jobs (i.e turn on music for walking up the aisle, put on button holes etc). Once the ceremony is underway they will ensure the caterers are happy and give them a direct contact number.

They will then return at the end of the reception to ensure that everyone is moved in to the marquee for dinner, ensure the PA system is working for speeches. They will then return to welcome the band and help them get set up. After the first dance they will leave and then return at approx 10pm to check all is ok. They will then come back at 11.30pm to ensure the music/bar ends at 12pm and to help guests get to buses, turn off lights/lock up etc.

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TIDY UP DAY:

The point of contact will come in to open up at 8am to coordinate the tidy up package if it has been taken. If not, the point of contact will open up the venue in the morning at 9am. The point of contact and couple should agree a sign off meeting time during the course of the weekend.

PLEASE NOTE - the point of contact is not on site at all times, however they can be at the venue very quickly if contacted.

PLEASE NOTE - the point of contact is not responsible for co-ordinating the turnaround between the meal finishing and the music starting, i.e moving tables and chairs to make space for a dancefloor. This should be organised before the day either with your caterer/ushers etc to be clear as to who is doing this if necessary.

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