

HIGH POINT DO'S AND DON'TS GUIDE

TABLE READY

Items should come out of their box and be completely ready to be placed at the site. Please make sure all stickers and tags are removed, batteries are installed, signs are in frames. Please make sure boxes are labeled and properly packaged with protective wrap for fragile items.

DROP-OFF

High Point will allow drop off of items at the office location the week of the event date with prior consent. All items MUST be boxed or put in sturdy reusable tote bags as they will be loaded onto the back of a truck for transport to the site. High Point reserves the right to limit the number of items allowed to be dropped off. Unfortunately, High Point cannot accept large or heavy items that need to be assembled on site.

CEREMONY

Your on-site coordinator will be able to assist with...

- ◆ setting up signs
- ◆ setting up a table needed for ceremony or unity candle, sand ceremony or wine ceremony.
- ◆ setting small jars of flowers down the aisle, on shepherd's hooks or on the end chairs and will move them afterwards.
- ◆ sprinkle real or organic flower pedals down the aisle. (Fake pedals are not permitted)

Unfortunately, your on-site coordinator will not be able to assist with...

- ◆ setting up or breaking down a chuppah or archway
- ◆ setting up or moving hay bales, large potted plants
- ◆ decorating each individual chair

CENTERPIECES & DÉCOR

Your on-site coordinator will be more than happy to assist with...

- ◆ placing multiple table ready centerpieces, table numbers, candles, lanterns, jars of flowers
- ◆ turning on LED candles or lighting real candles (must also provide a long stick lighter)
- ◆ placing your escort cards on a central location (please remember to alphabetize them by last name).
- ◆ placing favors or menu cards for each guest or in a central location
- ◆ placing toasting glasses, cake knife and server, guest book and signs

Unfortunately, your on-site coordinator will not be able to assist with...

- ◆ filling jars with flowers
- ◆ removing stickers or tags from items
- ◆ tying place cards on individual favors
- ◆ pocket folding napkins or tying twine or ribbon on napkins. 'We are more than happy to provide you with your napkins a few days early so you can pick them up to pocket fold or tie with ribbon.'
- ◆ hang string lights, paper lanterns, back drop or heavy items of any sort

DÉCOR REMOVAL

All décor must be removed from the venue at the end of the wedding. This includes ceremony, interior and outdoor décor, lawn games and alcohol. It would be our pleasure to pack everything up at the end of the wedding and assist loading it into a vehicle.

