

Weddings & Safety Moving Forward

Venue

- Even if the government allows for more than 100 guests, we are HIGHLY recommend keeping events to 100 or less people through Spring of 2021 (LESS IS BEST)
- We are recommending outdoor spaces are best (can you add a tent and spread out even more)
- We highly recommend 12-14 hours for set up to give vendors more time to set up and avoiding running into one another while setting up (avoid the hectic 1 hour chaos with 8 hour venue rentals)
- Ask your venue if they are offering additional rentals for FREE since seating at tables are now limited
- Limit number of guests in certain areas
- Currently any open business has to mark the ground as to directions to walk- this is something to consider in venues as well
- Restrooms should be cleaned every 15-20 minutes (wiped down)
- Have a restroom attendant close by monitoring the restrooms for high traffic
- Touch points should be wiped down
- We ask for hand washing stations be available throughout outdoor properties
- We ask that hand sanitizer be available at all bar areas and a few stand-alone hand stations
- Have a greeter holding/opening doors so it's only ONE person contacting that "high traffic area" instead of all of the guests (plus it's more personable and friendly)

Check-in Stations

- RSVP list (confirm email/phone)
- IF not on RSVP list, they must wait to see if there are any no shows and if & only approved by family/couple
- Wedding Party Members & Family would need to be checked-in prior to photos
- All Vendors must check-in upon arrival
- A waiver or sign stating that all vendors & guests attend freely and understand the risk of attending AND that they will not hold the hosts, family, vendors, coordinator and/or venue liable IF a breakout occurs from attending this event on ___(date)___.
- Gloves & masks are available if you shall feel the need to wear one
- We ask everyone hand sanitize upon entry & wash their hands regularly and throughout attending this event
- We ask that you spray the soles of your shoes upon entry
- We ask that everyone has their temperature read upon entry for safety measures

Layout

- Tables should be 6 FEET away from one another
- Tables should seat 6 people at 5' round, 8 people at 6' round, 4 people at 4' round
- We should encourage more "kings" & "queens" seating (or two 8' or two 6' banquet tables pushed together)
- When possible dance floors should be outside in an open space with LOTS of room (some states/areas have banned dance floor areas due to social distance laws)
- Ceremony areas should be assigned seating so you can group families & couples together and all other seats should be spaced 6' from one another (OR mark off every few seats to encourage social distancing)
- We HIGHLY recommend assigned seating for all guests- have the names spaced out to two boards A-M & N-Z so there isn't a line to see where guests are seated
- When possible put all bars, safe buffets, displays etc. outside of main seating area to allow for more traffic flow

Transportation

- No one should ride in the front seat of a golf cart or shuttle
- All surfaces should be wiped down between guests
- Limos are great because they have a glass between you and the driver
- Limit the amount of people on elevators



Photography/Videography

- We are HIGHLY recommend first looks with couples and get as many pictures completed prior to the wedding ceremony as possible so we can spread out people waiting, have a schedule and use this time to also check in the wedding party and family to the wedding check-in area

Hair & Make-Up

- Limit the amount of people in small spaces
- Offer more time for getting ready
- Stylist should wear a mask at all times while putting on make-up or styling hair
- We recommend airbrush make-up
- Stylist needs 10 minutes between each wedding party member to clean chair, station, & brushes

Food & Beverage

- Meals should be plated, passed and served
 - Offered plated salads
- IF you choose to keep a buffet we recommend adding plastic sneeze guards to one side and catering staff serving all guests from the other
- Catering team members should wear masks while serving and/or around food items
- No self-serving drink dispensers (IF you have a nonalcoholic drink station, there should be a catering team member serving guests, again guests shouldn't touch drink dispenser nor should catering team hold glass while filling up beverages)
- Beverages should be filled by pitchers poured by catering servers
- Catering and Bartenders should never hold a glass when pouring
- Certain servers should carry & place food items in front of guests, while a different team of servers are responsible for picking up dirty dishes. (IF a catering team member picks up a dirty dish, they should change their gloves before handling future food items)
- Small or larger cakes should only be put on "display" for the cutting photos then quickly served by professional catering staff (we HIGHLY recommend small cutting cake and then passed/plated desserts for everyone else)
- Offer multiple bars to avoid lines

Rehearsals & Rehearsal Dinners

- Most are only hosting rehearsals with the couple, officiant, MOH & BM, and who's walking anyone down... all others are given directions day of (this encourages less contact and interaction)
- Several are canceling rehearsal dinners because that is another touch point and involves food

Staffing

- We recommend more staffing for venues to assist with cleaning protocols, removal of trash and monitoring traffic patterns
- We recommend more catering staffing to now assist with plated meals, clearing of dishes & dirty/used napkins, beverage stations, bar areas, & serving desserts
- We recommend more KYAE staffing to assist with PPE & wedding protocols for check-in stations (because now one of our staff members needs to remain at this location the ENTIRE duration of the day/night)

Announcements

- We recommend the officiant to make an announcement for not photos/videos to be taken in the aisle as that is reserved for the professionals
- We recommend DJ/Band announce 1-2 times (once at cocktail hour and once during dinner) to remind about social distancing and respect the guests around you
- Please place in your wedding invitation and/or on your wedding website how you will be taking precautions to protect you guests, let them know how many guests they can expect at the wedding/event, ask about allegories, and ask about the #1 song they would dance in their seat