

AT YOUR SERVICE

event management

We fill in the gaps when your event does not involve a full service caterer. Perhaps you want to get food from your favorite restaurant or bakery but you need service staff at the event. Perhaps you want to prepare the food yourself or someone in your circle of family and friends loves to cook; you may want assistance in the kitchen as well. We can back you up with guidance, organization and some people power or we can take charge and manage every detail. Essentially, we provide the professional staff to make it all happen.

WEDDINGS AND CORPORATE GATHERINGS.

- We will conduct an onsite walk through to discuss your vision of event and discuss timeline and logistics.
- We will provide a captain/event manager who will oversee the structure of the event and manage the staff.
- If alcoholic beverages are served, we will provide a certified, insured and TIPS trained bartender.
- Our personnel assumes responsibility for set up, break down and clean up. Typically, we do it all but some event centers may permit a limited number of guests to assist with staging, centerpiece preparation and final décor.
- We are available to run errands for clients and attend to miscellaneous tasks.
- Staff is usually on site for set up 2 hours before the ceremony and 1 hour after guests leave.
- Determining factors for staffing levels are based on a combination of factors:
 - (1) number of guests
 - (2) style of service (plate & serve/buffet/family style/etc.)
 - (3) the use of disposables or glass and china.
- General breakdown is as follows:
 - 1 staff member for every 25 guests with buffet service using disposable products.
Approx. 100 guests requires 4 staff (1 captain, 1 bartender, 2 servers).
 - 1 staff member for every 20 guests with buffet service using glass/china.
Approx. 100 guests requires 5 staff (1 captain, 1 bartender, 3 servers).
- We have some equipment and service goods that are available at a nominal charge.
- Our Limited Liquor Liability Policy insures us, you, the event center.

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For smaller, less structured events, consider our popular al la carte event staffing service. It is designed for the host that wants to do as much as possible themselves but may just want some assistance during event to help serve and clean up. We are able to provide skilled servers, kitchen assistants and TIPS certified bartenders, to ensure a stress free and memorable event. The possibilities are endless. We will help with your rehearsal dinners, cocktail parties, neighborhood cook outs, family celebrations and holiday gatherings.

If you find that you have the vision and the plan but the demands on your time do not allow you to tend to every item on your list, allow us to provide an experienced Captain or Event Manager who will execute those tasks. We will oversee set up/clean up, event service, time line management and vendor coordination.

We realize that sometimes, even the most seasoned and organized host may welcome some recommendations, as-well-as assistance sorting through all of the options. For this host,

AT YOUR SERVICE provides planning and coordinating services which include enthusiastic, professional personnel who will track ideas, manage tasks, run errands and execute your event to the most precise detail. In addition, we will gladly offer a complete list of preferred vendors.

Allow us to assist with your next event. Our service is exceptional and our clients rave about our dedication, energy and attention to detail. We love every minute of it.



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