

HEARTH *House*

WEDDINGS & EVENTS VENUE

Final Walkthrough Instructions

All-Inclusive Clients, your Coordinator takes care of most of this for you, but it's still good to know.

SCHEDULE THE FINAL WALKTHROUGH:

The Final Walkthrough should take place 30-45 days prior to the Event. The coordinator typically takes care of scheduling the Walkthrough and inviting others. Please Communicate to make sure this happens in a timely manner. Conveniently, participants can be invited from within the Scheduling Calendar. To schedule the Walkthrough, go to our Website and click on Schedule a Tour/Final Walkthrough:

IS ONE HOUR ENOUGH TIME?

Hearth House Staff is available for one hour, which is plenty of time if everyone is prepared. We suggest that Planner & Client meet prior to the Walkthrough to review and detail the Walkthrough Preparation Worksheet.

WHO MUST ATTEND:

Please invite your **Caterer, Planner/Day of Coordinator, and if applicable, your designated In-House Sound System Attendant** to test your playlist and their electronic device. Please reschedule if someone becomes unavailable. Other Vendors are more than welcome to attend the Walkthrough if you feel it necessary, but it is not required.

HOW TO PREPARE:

1) Submit the Walkthrough Questionnaire - Client and/or Coordinator are sent a Walkthrough Questionnaire from the On-Line Portal. The coordinator normally submits this. To avoid rescheduling the Walkthrough, make sure the Questionnaire is submitted no later than Seven (7) days prior to the Walkthrough.

2) Upload Client's Liability Insurance - Upload to the Online Portal prior to Walkthrough.

WHAT TO BRING:

(Don't upload these documents to the Online Portal until after the Walkthrough to allow for last minute changes.)

3) Refundable Damage Deposit & Outstanding Payments, if any.

4) Completed Walkthrough Preparation Worksheet

5) Preliminary Guest List/Contact Tracing Include Guest's Name, Phone or Email, and Table Number.

6) Preliminary Floor Plan - It is traditionally the responsibility of the COORDINATOR to produce and upload the Floor Plan to the On-Line Portal, Prior to the Final Walkthrough. **Prismm** - We recommend using Prismm to build your floor plan. You can also create a timeline, manage guests, and seating assignments through All-Seated! It is free. Just create a username and select "Hearth House" as your venue. After selecting us, our blank floor plan will automatically upload to the system for you!

7) Décor Plan - Disregard unless you have special requests outside the Policy Requirements. *Email us from your On-Line Portal if you have a Special Décor Request.*

9) Release of Liability Waivers - *If applicable, we'll have the necessary Waivers for at the Walkthrough.*

NOT READY? PLEASE RESCHEDULE:

If you need more time to prepare for the Walkthrough, please reschedule.

HOW TO SCHEDULE THE REHEARSAL:

We will schedule the coordinator lead, self-access Rehearsal when we meet for the Final Walkthrough.

PARKING: Please share the parking map with your guests.

ONLINE PORTAL: If you have trouble with your Online Portal, try using a different Browser. Google Chrome works great. If all else fails, email attachments to support@hearthhousevenue.com