



Title: Site Manager
Reports to: Events and Rental Coordinator
Supports: Events and Rental Coordinator
Compensation: Employee is compensated at an hourly rate

The Site Manager's role is to be present during events at Bay Preserve. The Events and Rental Coordinator handles all details of the rental up to the day of the event. The Site Manager must be on-site for the entire event. The Events and Rental Coordinator (ERC) will confirm the time of arrivals for caterer, and bride/groom/vendors and planner. The ERC will give the Site Manager a timeline, and a list of key people including all vendors, planner, bride and groom.

Site Manager Duties

Prior to the Event:

1. Set-up chairs if needed, along with appropriate grounds preparation.
2. Put out BP signs "closed" signs, directional signs and restroom signs. Check bathrooms and make sure they are cleaned. Call service immediately if not.
3. Put our amenity baskets in the bathrooms. These will be already prepared by the Events and Rental Coordinator, in the kitchen of the Burrows-Matson House.
4. Provide vendors access to site and information on facilities such as electrical, propane, etc. and give planner, vendors and security your cell phone so they may contact you if needed.
5. Meet with security upon their arrival and provide them with legal documentation.
6. Provide wedding party with access to bride / groom designated preparation areas.

During the Event:

- 7.
1. Correct facility problems that occur (e.g. tripped breakers or plumbing issues).
2. Ensure that all activities are in accordance with Bay Preserve's management goals and rules..
3. Put chairs away following ceremony.

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4. At the end of the evening, switch off all property lights, return amenity baskets, retrieve all signs. Check bathroom in house and remove garbage. Secure site and set alarm after all vendors/guests have vacated the main house.
5. If any damage issues are known, email or leave a message for the Events and Rental Coordinator.