



## Professional Standards

Because we care about every detail of the event you host at Star Plaza, we would like to offer the following guidelines for contract services. All contract services such as musicians, florists and disc jockeys must follow these guidelines.

### Entertainment

- ❖ All events requiring a disc jockey or other form of musical entertainment shall contract a professional approved by the Star Plaza
- ❖ Entertainers will complete their set-up forty-five minutes prior to the start of the event.
- ❖ All employees of the service will be dressed in a professional manner. For weddings and formal events, uniform expectations is a tuxedo shirt, bow tie and dress slacks. For less formal events, standard business attire is expected.
- ❖ A professional disc jockey or entertainment service will respect the enjoyment of all guests by playing music at appropriate volumes. When and if an agreeable volume level cannot be reached with the entertainer, the banquet or catering manager will require adjustment of the volume level.
- ❖ For wedding receptions, bridal party introductions will be handled in a professional manner with appropriate musical background.
- ❖ Star Plaza will provide your disc jockey with a skirted table and two chairs.
- ❖ Any additional requests can be arranged through your event manager.

### Event Decorators and Florists

- ❖ Nothing shall be attached to the floor, ceiling or wall surfaces without prior approval from your event manager.
- ❖ All required chairs, tables and staging will be provided and set up by Star Plaza.
- ❖ Items such as arches, candelabras, columns and aisle runners are to be provided by the client.
- ❖ Delivery, set-up and pick-up times must be coordinated with your event manager.

### Photographer/Videographer

- ❖ Furnishings, landscape, etc. are strategically positioned throughout Star Plaza, to enhance the environment. Such aesthetics cannot be moved or adjusted without the consent of staff and if cleared to move, they must be relocated upon completion of the respective shot.
- ❖ Placement and storage of equipment will be arranged upon arrival with your event manager.
- ❖ All employees of the service will be dressed in a professional manner. For all events, standard attire or formal attire is expected.
- ❖ Any set, backdrop or allocation of space will have prior approval from your event manager.

All contract service providers are to conduct themselves as professionals, not guests, before, during and after the event within the facility. Meals will only be provided if arranged through the client and included in the final guarantee. At no time during the event is it appropriate to be drinking alcoholic beverages. Water and soft drinks may be consumed discreetly. The Star Plaza is a non-smoking facility.

It is our intent to provide the most professional setting for any and all events. By requiring all contract vendors to adhere to our standards, we can further ensure the success of your event.

