

# Soap Factory Special Events

The Soap Factory hosts a number of different types of special events throughout the year. The space is available for rentals and private parties as well as Soap Factory programs.

## Rentals: Weddings and Private Parties

Special events while the space is rented are always unique. We have hosted large weddings of 300+ guests and small events as well. There is always a staff member or volunteer wedding coordinator present while the wedding party sets up and shuts down the space and any serious questions can be directed to them. **Tim Carroll, Michael Basler and Birdie Freitag** are our volunteer wedding coordinators.

### **During the event:**

- Answer questions during set up and during the event
- Fill people in about The Soap Factory and what we do during the year
- Empty the bathroom trash (it fills up quickly)
- Guard artwork, some work may be roped off otherwise be conscious about fragile works of art in the gallery
- Guard the gallery, make sure no one from the party goes upstairs or downstairs

## Soap Factory Programs

Openings, performance events, and fundraisers are all Soap Factory events. Volunteers are very important during these events. There are a number of different roles that volunteers fill and they may vary slightly for each one.

### Bartending:

- Set up and clean off bar
- Stock ice and beverages before event
- Clean up bar and ice after event
- Handle cash box during event
- Properly ID visitors during event

### Front Desk:

- Greet visitors and answer questions
- Tally visitors in log book
- Keep an eye on the bathrooms in case they need to be restocked with paper towels etc.
- Ask visitors to complete our short survey at the desk or at our survey computer