

Internship Log

Blaknie Carlile

Hours Worked

Day	Time In	Time Out	Hours
5/7/19	9:30AM	5:00PM	7.5
5/8/19	9:30AM	5:00PM	7.5
5/9/19	9:30AM	5:00PM	7.5
5/10/19	9:30AM	5:00PM	7.5
5/14/19	9:30AM	5:00PM	7.5
5/15/19	9:30AM	5:00PM	7.5
5/16/19	9:30AM	5:00PM	7.5
5/17/19	9:30AM	5:00PM	7.5
5/18/19	12:45PM	11:00PM	10.75
5/21/19	9:30AM	5:00PM	7.5
5/31/19	9:30AM	5:00PM	7.5
			85.75

6/1/19	10:45AM	11:15PM	12.5
6/4/19	9:30AM	5:00PM	7.5
6/5/19	9:30AM	5:00PM	7.5
6/6/19	9:30AM	5:00PM	7.5
6/7/19	9:30AM	5:00PM	7.5
6/11/19	9:30AM	5:00PM	7.5
6/12/19	9:30AM	5:00PM	7.5
6/13/19	9:30AM	5:00PM	7.5
6/14/19	10:00AM	1:00AM	15
6/15/19	9:30AM	2:00AM	16.5
6/18/19	9:30AM	5:00PM	7.5
6/19/19	9:30AM	5:00PM	7.5
6/20/19	9:30AM	5:00PM	7.5
6/21/19	11:45AM	11:45PM	12

6/22/19	1:30PM	12:00AM	10.5
6/24/19	11:30AM	1:00PM	7.5
6/25/19	9:30AM	5:00PM	7.5
6/26/19	9:30AM	5:00PM	7.5
6/27/19	9:30AM	5:00PM	7.5
6/28/19	2:00PM	9:30PM	7.5
6/29/19	1:00PM	12:00AM	11
			190

7/2/19	9:30AM	5:00PM	7.5
7/3/19	9:30AM	5:00PM	7.5
7/5/19	9:30AM	5:00PM	7.5
7/9/19	9:30AM	5:00PM	7.5
7/10/19	9:30AM	5:00PM	7.5
7/11/19	9:30AM	5:00PM	7.5
7/12/19	9:30AM	5:00PM	7.5
7/13/19	1:00PM	10:45PM	9.75
7/16/19	9:30AM	5:00PM	7.5
7/17/19	9:30AM	5:00PM	7.5
7/18/19	9:30AM	5:00PM	7.5
7/19/19	9:30AM	5:00PM	7.5
7/20/19	12:45PM	10:15PM	9.5
7/23/19	9:30AM	5:00PM	7.5
7/24/19	9:30AM	5:00PM	7.5
7/25/19	9:30AM	5:00PM	7.5
7/26/19	9:30AM	5:00PM	7.5
			131.75
Total Hours			407.5

Week to Week

Week One - May 7-10, 2019

Tuesday – May 7

- Research transportation options in Highlands, NC
- Paper Suite Meeting with Katie Denney
- Call Hotels to set up room blocks for Denney-Windle Wedding

Wednesday - May 8

- Review BEO with Mrs. Harris for Rehearsal Dinner
- Track RSVP's for Saag- Keshishian Wedding
- Vendor meeting with HotHouse Design Studio
- Pick up invitation proofs from Allison Banks
- Drop off Sample box for Allison to create Belly Bands for Welcome Box
- Drop off changes to proofs at Annabelle's
- Meeting with Catlin Griffith to review florals, drapes, and menu

Thursday – May 9

- Track RSVP's for Saag- Keshishian Wedding
- Call Hotels to set up room blocks for Denney-Windle Wedding
- Call Hotels to set up room blocks for Davis-Marshallsey Wedding
- Research transportation options in Highlands, NC
- Review BEO with Mrs. Harris for Rehearsal Dinner

Friday – May 10

- Research transportation options in Highlands, NC
- Research transportation options in Birmingham, AL
- Track RSVP's for Saag- Keshishian Wedding
- Contact Hotels for updated rooming list

Week Two - May 14-18, 2019

Tuesday – May 14

- Track RSVP's for Saag- Keshishian Wedding
- Call Hotels to set up room blocks for Denney-Windle Wedding
- Call Hotels to set up room blocks for Davis-Marshallsey Wedding

- Assemble Welcome Bags for Wells-Anderson Wedding

- Rentals meeting with Christian Whitehead at HotHouse Design Studio

Wednesday – May 15

- Track RSVP's for Saag- Keshishian Wedding
- Menu meeting with Christian Whitehead at Park Crest
- Call Hotels to set up room blocks for Davis-Marshallsey Wedding
- Confirm final payments from each vendor for Harris-Harrison Wedding
- Create Wedding weekend binder for Chad and Patti

- Timeline meeting with Jenny Saag

Thursday – May 16

- Track RSVP's for Saag- Keshishian Wedding
- Contact Hotels for updated rooming list
- Start timeline for Runnels-Branch wedding

Friday – May 17

- Track RSVP's for Saag- Keshishian Wedding
- Call Hotels to set up room blocks for Dean-Erikson Wedding
- Pick up balloons for Rizzo Graduation party and take to private residency
- Prep dance floor goodies for Wells-Anderson Wedding

WELLS – ANDERSON WEDDING – MAY 18

- Set tables for reception
 - Place Cards
 - Prayer Cards
 - Table #'s
 - Cake knife set
 - Koozie Displays
- Collect Father of Bride and Groom for first looks
- Assist Bridal party during photos
- Assist Groomsmen and grandparents with flowers
- Collect all bridal party belongings and put on bus
- Confirm transportation pick up and drop off locations
- Pull Bride and Groom for Private meal
- Check on Bride, Groom, and all parents throughout the evening to ensure that they have everything they need
- Prep dance floor surprises
- Hold on to Band final payment for Father of the Bride to give to Band

Week Three – May 21, 2019

Tuesday – May 21

- Track RSVP's for Saag- Keshishian Wedding
- Call Hotels to set up room blocks for Reich-Eber Wedding
- Reflection of Wells-Anderson band choice
- Contact Don Henley to inquire about creating a congrats video for the Armstrong-Hagwood wedding



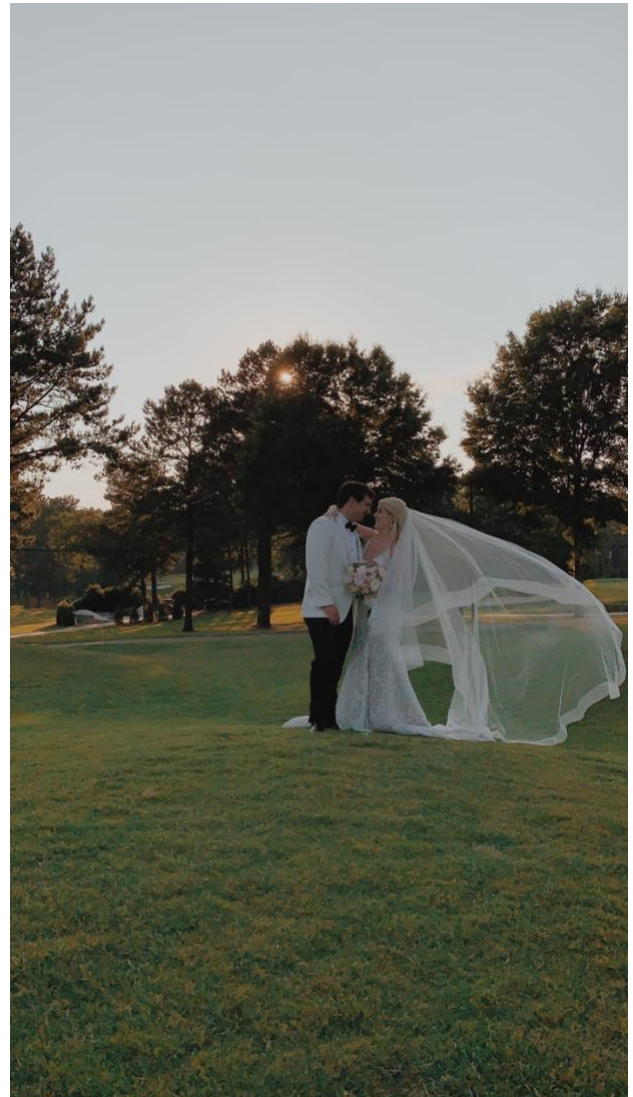
Week Four – May 31, 2019

Friday – May 31

- Track RSVP's for Saag- Keshishian Wedding
- Call Hotels to set up room blocks for Reich-Eber Wedding
- Confirm final payments from each vendor for Horton-Marshburn Wedding

HORTON – MARSHBURN WEDDING – JUNE 1

- Gather all details for photographers to shoot
- Communicate with florist throughout the day
- Communicate with the band throughout the day
- Pick up immediate family florals
- Assist bride into dress
- Assist photographers with gathering groups for pictures
- Collect all bridal party belongings and put on bus
- Finalize all details for the reception
- Assist photographers with sunset portraits
- Hide bride & groom for their first meal
- Check on Bride, Groom, and all parents throughout the evening to ensure that they have everything they need
- Pull bride and groom for departure



Week Five – June 4-7, 2019

Tuesday – June 4

- Track RSVP's for Saag- Keshishian Wedding
- Brainstorm project ideas

Wednesday – June 5

- Track RSVP's for Saag- Keshishian Wedding
- Pick-up ribbon for Armstrong-Hagwood gifts
- Pick-up Armstrong-Hagwood gifts
- Wrap Armstrong-Hagwood hostess gifts
- Wrap Armstrong-Hagwood bridal party gifts

Thursday – June 6

- Track RSVP's for Saag- Keshishian Wedding
- Contact Allison Banks about Dean-Erikson wedding monogram
- Research floral designers in Birmingham
- Put together 250 late night pass boxes for Armstrong-Hagwood wedding

Friday – June 7

- Track RSVP's for Saag- Keshishian Wedding
- Timeline meeting with Anna Christiansen
- Research Transportation in Birmingham
- Reach out to different musicians for Bates-Harrell ceremony music
- Wrap remaining Armstrong-Hagwood gifts
- Confirm all RSVPed guest for Armstrong-Hagwood wedding have table assignment

Week Six – June 11-14, 2019

Tuesday – June 11

- Track RSVP's for Saag- Keshishian Wedding
- Pick-up emergency kit items that needed to be replenished
- Contact peanut company for Condon-Thrift wedding
- Check all hotel blocks for Denney-Windle wedding
- Collect final rooming list for all hotels for Christiansen-Raspino wedding
- Confirm rentals for Harwood-Cummings wedding

Wednesday – June 12

- Confirm that no rooms need to be added to Denney-Windle hotel blocks
- Prep all rehearsal dinner paper for Armstrong-Hagwood wedding
- Drop off gift bag prep for Armstrong-Hagwood wedding
- Drop off all wrapped gifts for Armstrong-Hagwood wedding

Thursday – June 13

- Assemble remaining valet bags
- Assist photographers during detail photos
- Practice flip from ceremony to rehearsal

Friday - June 14

- Drop off transportation signage
- Pick up request for groom for day of
- Drop off all requested items at hotel
- Pick up flower girl and ring bearer's gifts
- Alphabetize escort cards and table place cards

ARMSTRONG – HAGWOOD WEDDING – JUNE 15

- Assist calligrapher with place card re-writes
- Set out all food signage
- Set out napkins and koozies
- Transport valet bags to valet closet
- Assist bride during bridal portraits
- Meet vendors for set up
- Call out family members who need to be in pictures
- Set name cards during flip
- Check all place settings
- Tell guest about fireworks
- Assist in finding uninvited guest
- Confirm that hotel room is clean
- Tell guest about departure
- Welcome bride and groom at hotel
- Assist during breakdown
- Drop off flowers for brunch

Week Seven – June 18-20, 2019

Tuesday – June 18

- Cleanout office
- Provide rehearsal dinner names for Saag-Keshishian to Annabelle's
- Track RSVP's for Saag- Keshishian Wedding
- Pick up props from The Club

Wednesday – June 19

- Track RSVP's for Saag- Keshishian Wedding
- Confirm all final payments for Kitchens-Meadows wedding
- Sort all Armstrong-Hagwood belongings from wedding
- Measure hall at Birmingham Museum of art for Saag-Keshishian rentals
- Confirm project ideas
- Meeting with Addie Grissom

Thursday – June 20

- Drop off hostess gifts from Armstrong-Hagwood wedding
- Assemble gift boxes for Christiansen-Raspino wedding
- Drop off gift boxes for Christiansen-Raspino wedding
- Fold programs for Saag-Keshishian wedding
- Review budget for Bates-Harrell wedding

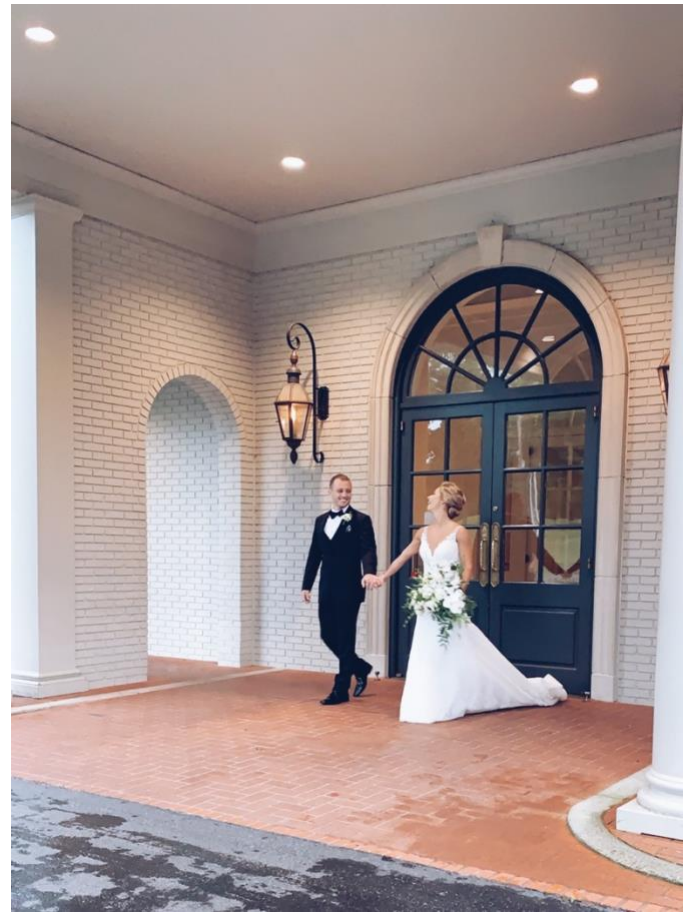


HARWOOD – CUMMINGS WEDDING – JUNE 21

- Set out first set of napkins
- Hide koozies behind bars
- Set tables
- Set linens
- Prep bride and groom for first look
- Prep for the surprise
- Pick up band's dinner supplies
- Welcome guest to party
- Assist in creating the aisle for surprise
- Que musician during ceremony
- Adjust curtains after ceremony
- Check on Bride, Groom, and all parents throughout the evening to ensure that they have everything they need
- Prep late-night dance floor surprises
- Pass out dance floor surprises
- Load up getaway car
- Pull linens during breakdown

CHRISTIANSEN – RASPINO WEDDING – JUNE 22

- Set napkins
- Prep snack room for bridal party
- Prep bride and groom for first look
- Assist photographer during photos
- Make sure all things are set up for reception
- Check on Bride, Groom, and all parents throughout the evening to ensure that they have everything they need
- Pass out dance floor surprises
- Pull bride and groom for Second Line
- Load parents' cars and getaway car



Week Eight – June 24-28, 2019

Monday – June 24

- Pick up check for Annabelle's
- Pick up invitations for Grissom-Brown wedding

Tuesday – June 25

- Buy stamps for Grissom-Brown invitations
- Stamp all RSVP envelopes
- Stamp all invitation envelopes
- Seal all invitations
- Drop off envelopes off at post office

Wednesday – June 26

- Meeting with MOB for Kitchens-Meadows wedding
- Meeting with Katelyn Skipper at venue
- Meeting with MOG for Saag-Keshishian rehearsal
- Meeting with Caitlin Griffith for final review

Thursday – June 27

- Email musicians for Bates-Harrell wedding
- Work on project

Friday – June 28

- Assist with venue set up for Saag-Keshishian wedding
- Assist with wedding rehearsal
- Set up rehearsal dinner table settings
- Check on Bride, Groom, and all parents throughout the evening to ensure that they have everything they need

SAAG – KESHISHIAN WEDDING – JUNE 29

- Meet vendors at the museum for set up
- Bring dogs to first look
- Set up donut display
- Que musicians during ceremony
- Grab breaking glass, ketubah, kaddish cup, and rug after ceremony
- Assist setting tables during flip
- Take detail photos for social media
- Hold bride and groom for formal introduction
- Replenish donuts
- Bring chairs out for Horah
- Inform guest of sparkler departure
- Load all cars with personal belongings
- Check on Bride, Groom, and all parents throughout the evening to ensure that they have everything they need



Week Nine – July 2-5, 2019

Tuesday – July 2

- Cleanout office
- Provide rehearsal dinner names for Griffith-Bellenger to Annabelle's
- Pick up props from Birmingham Museum of Art

Wednesday – July 3

- Review BEO with Caitlin Griffith for Reception
- Vendor meeting with HotHouse Design Studio
- Pick up invitation proofs from Allison Banks
- Drop off Sample box for Allison to create Belly Bands for Welcome Box
- Drop off changes to proofs at Annabelle's
- Meeting with MOB for Kitchens-Meadows wedding to review florals, drapes, and menu

Friday – July 5

- Call Hotels to set up room blocks for Dean-Erikson Wedding
- Pick up balloons for Rizzo Graduation party and take to private residency
- Prep dance floor goodies for Runnels-Branch Wedding

Week Ten – July 9-12, 2019

Tuesday – July 9

- Confirm music contract for Bates-Harrell wedding
- Pick up rehearsal dinner invitations for Grissom-Brown wedding
- Mail out invitations

-Confirm all vendors and final payments for Runnels-Branch wedding

-Contact possible hair and makeup for Dodson-Machen wedding

Wednesday – July 10

-Research getting ready locations for Kitchens-Meadows wedding

-Confirm all vendor arrival times for Kitchens-Meadows wedding

Thursday – July 11

-Contact photographer for timeline for Runnels-Branch wedding

-Receive shot list from Lauren Runnels

-Receive final guest count from Lauren Runnels

-Update payment system for future invoices

-Update budget for Whitehead, Shanmugham, Grissom, Blum, and Skipper

-Reach out to videographers for Dodson-Machen wedding

Friday – July 12

-Update all budgets on Aisle Planner

GRIFFITH – BELLENGER WEDDING – JULY 13

- Assist photographer with detail photos
- Transport veil and all bridal party umbrellas
- Fan bride during her resting moments
- Meet groom and take him to first look location
- Pick up ice for transportation cooler
- Set out guest book
- drop off family flowers to church for family pictures
- Bout up boys
- Light all diner table candles
- Check on Bride, Groom, and all parents throughout the evening to ensure that they have everything they need
- Tell bride and groom how to cut the cake and do their toast
- Prep dance floor surprises
- Hold bride and groom for departure



Week Eleven – July 16-19, 2019

Tuesday – July 16

- Call Hotels to set up room blocks for Bates-Harrell Wedding
- Call Hotels to set up room blocks for Hand-DeLozier Wedding
- Contact Caterer for Love-Erikson wedding changes
- Confirm meeting with Lauren Runnel
- Contact possible hair and makeup for Dodson-Machen wedding
- Contact Caterer for Morris-Hull rehearsal dinner
- Contact hotels for final rooming list for Runnels-Branch wedding
- Draw layout for The Signature room at The Club

Wednesday – July 17

- Write up save the date for Katie Denney
- Confirm hotel block has breakfast for Hand-DeLozier wedding
- Contact Caterer for Love-Erikson wedding changes
- Meeting with Lauren Runnels for final timeline
- Confirm venue for Morris-Hull wedding
- Create timeline to Katelyn Skipper

Thursday – July 18

- Contact Caterer for Morris-Hull rehearsal dinner
- Assemble welcome boxes for Kitchens-Meadows Wedding
- Drop off welcome boxes at hotels

Friday – July 19

- Create floral inspiration board for Kelsie Dodson
- Final budget updates for Blum-Maksimowski wedding

KITCHENS – MEADOWS WEDDING – JULY 20

- Steam all table linens
- Set out koozies and napkins
- Assist with chair rearranging
- Set out guest book table
- Set up donut display
- Assist with gathering bridal party
- Bring FOB for his first look
- Bring Groom to first look
- Assist with final bouts
- Collect bridesmaid flowers for table arrangements
- Open doors for bride to walk down the aisle
- Assist during flip for reception
- Take detail photos for social media
- Check on Bride, Groom, and all parents throughout the evening to ensure that they have everything they need
- Pass out dance floor surprises
- Prep Sparklers
- Video departure for social media

Week Twelve – July 23-26, 2019

Tuesday – July 23

- Email lighting man for Katelyn Skipper wedding
- Contact hotels to set up room block for Bates-Harrell wedding
- Work on project
- Contact videographer to confirm shooting for rehearsal dinner and wedding day for Lancaster-Killough wedding
- Contact make-up artist for hair artist suggestions for Bates-Harrell wedding

Wednesday – July 24

- Meeting with PRE-Events at Springhouse and Willow point to measure for ceremony and reception tents
- Initial meeting with Landy Johnson

Thursday – July 25

- Meeting at AG Lighting and Design for Skylar Hubbard
- Email updates for all August brides

Friday – July 26

- Floral meeting with HotHouse for Shanmugham-Ingram wedding
- Tasting at The Club for Shanmugham-Ingram wedding
- BEO meeting for Grissom-Brown wedding

