

# It's all in the Details

Event Date	Guest Count	Estimated	Final-30 day before
Names			
Wedding Colors or Overall Theme			

Day Before - Rental Add-on (\$400) **Yes or No** \*6 hour decorating block with rehearsal option  
(Available to book 6 months before \* if open)

## Ceremony Details

Location \_\_\_\_\_ (Lakeside, Pavilion, off-site, church)  
Aisle décor \_\_\_\_\_ (For aisle width)  
Do you need small table? \_\_\_\_\_ (For unity ceremony)  
Are you doing a unity ceremony? \_\_\_\_\_ If so, which one? \_\_\_\_\_

## Reception Details

Linens-	Color:	*White/Ivory/Sandalwood/Black			
	*Included in Package	*Upgraded Linens			
Size	81x81	90x90	90" Round (\$6)	120" (\$10)	90x156 (\$10)
Qty					
Extras:	<input type="checkbox"/> Linen Napkins .50 ea	Color:			
	<input type="checkbox"/> Staff to prefold (\$35) Fold _____	<input type="checkbox"/> Client will pick up and fold			

## Furniture-

Guest Tables – # \_\_\_\_\_ Open Seating or Assigned seating?  
☐ Head Table (# chairs) \_\_\_\_\_ or Sweetheart table (bride and groom only)  
Do you need High chairs or booster seats? Yes or NO # \_\_\_\_\_ (up to 4 available)  
☐ Gift Table ☐ Guest Book Table ☐ Cake Table  
Circle cake table style: 48" round , rectangle, cocktail rd, pallet table, Love is sweet

**Entertainment-** Company name \_\_\_\_\_ Contact phone & email \_\_\_\_\_  
☐ Insurance received ☐ Vendor agreement received  
Type of music ☐ DJ ☐ Playlist  
\* DJ must email insurance 4 weeks before event and legally be able to play music

## Extra Services

☐ Cake Cutting Service Time \_\_\_\_\_  
☐ Cut and plate service - \$.50/person ☐ Cut, plate and serve to table \$1.00/person  
☐ Do you need cake plates? Clear with ripple 6.25" \$20 per 100 plates & forks

### After event clean-up/teardown

\*client is responsible to leave the grounds cleaned or add service for venue to clean

☐ Client cleaning up/breaking down tables  
☐ Blue Barn staff responsible for cleanup/teardown (\$125)

☐ Day of Wedding Coordinator \$700 \*See brochure for more details  
☐ Day of decorating (centerpies, table décor, etc) \$200 (up to 4 hours)

Borrow Bin Items - See checklist sheet for items

**\*Final guest count due 1 month before**

**\*Don't forget cake plates and forks!**

## Bar

- Type ☐ Preorder Beer & Wine ☐ Host (per person) ☐ Cash
- ☐ 1 Bartender \$100 ☐ 2 Bartenders (recommended if over 200 ppl) \$180
- ☐ Champagne toast \$2.50/person (includes flutes and distributed to tables)
- ☐ State Permit (submitted by Blue Barn)
- ☐ Security (required for outdoor events with alcohol over 125 people) \$35/hour
- Bar Selection:** Beer- (Typically one keg per 75 people) 1/2 barrel, 1/4 barrel, 1/6 barrel
- Beer Choice(s) \_\_\_\_\_ Keg Size: \_\_\_\_\_
- Beer Choice(s) \_\_\_\_\_ Keg Size: \_\_\_\_\_
- Beer/Specialty Drink \_\_\_\_\_ # Cases \_\_\_\_\_
- Wine Quantity: # \_\_\_\_\_ (Estimate 1 bottle per 7 guest)

## Catering

Cocktail hour appetizers (\*Tip: 3-6 pieces per person 30-60 minutes before dinner)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Main Course

Entree:

Sides:

## Special Touches:

- ☐ S'more Bar \$2.50/person (To accompany camp fire)
- ☐ Campfire w/wood \$60
- ☐ Gourmet Popcorn Bar 2-3 flavors \$1/person (\$66 minimum)
- ☐ Candy, cookie or Brownie Station \$1.50/person
- ☐ Soda \$16/case

- Guest favors:** ☐ 4oz Jams \$36/dozen – custom labels
- ☐ 4oz Honey \$3.35/each



## Timeline -

Times: Are you doing hair/makeup in a salon or onsite?

- \_\_\_\_\_ Bride & bridal party arrival
- \_\_\_\_\_ Photographer arrival
- \_\_\_\_\_ Vendor arrival (florist/cake/etc)
- \_\_\_\_\_ DJ arrival
- \_\_\_\_\_ Groom arrival
- \_\_\_\_\_ Guest arrival
- \_\_\_\_\_ Ceremony
- \_\_\_\_\_ Cocktail/Pictures
- \_\_\_\_\_ Dinner
- \_\_\_\_\_ Cake Cutting
- \_\_\_\_\_ Last Song
- \_\_\_\_\_ Clean up/Tear Down By 10:00 PM Fri, Sat/8:00 pm Sun
- 11:00 PM Venue closure