

Blue Barn Planning and Decorating Details

Event Date:_____ Group Name:_____

Reception

Furniture:

Guest Tables - Round or Rectangle _____
Head Table wedding party (chairs #)_____ or Sweetheart table (bride and groom only)
Booster Seats #_____ \$5/ea
Water Station
Drink or Coffee Station Tables
Buffet/Food Tables _____ Extra Dessert Table
Gift Table, Guest Book Table, Cake Table (round/rectangle)
Garbage cans

Linens

- Wedding reception cloth napkins Color: _____
- Tablecloths - Color: _____
- Chair coverings
- Extra wedding reception linens for decoration

Decorations

- Hurricane Vases (5 day rental to decorate) \$3/ea
- Tulle
- Solid Material
- Wood Signs \$3 ea
- Wood Crates \$4 ea
- Lanterns \$2 ea (Candles not included)
- Lights: Extra string Lights \$3/string Bistro lights \$30/String
- Favors - Honey \$3.50 ea- Jam \$3.50 ea
- Additional Rental items available

Bar

- State Permit: \$50
 - Bartender \$100
- Type of Bar - Host Bar, A la carte Keg & Wine, By Consumption, Cash Bar
- House Level (tier 1) or Specialty (tier 2)
 - Brand Preference? _____
- Security (required by Kosciusko for outdoor events) \$35/hour

Entertainment

- Music: DJ and/or band
- Extra equipment needed for live entertainment: If you hired special dancers, singers, etc., make sure you have enough microphones, lighting and any other equipment needed for their act.

Services

Additional Parking Attendant (over 150 people) \$25
Coat Check Attendant \$30
Cake Cutting (*Optional*) Cake piece shape - square or triangle ServiceTime: _____
Cut and plate - \$.50/person Cut, plate and serve \$1.50/person
Clean-up \$100 (client is responsible to leave the grounds cleaned or add service for venue to clean)

Miscellaneous

- Gifts: It's smart to put someone in charge of gifts. Once all of the gifts have been checked in and organized, have them delivered to your hotel suite, or packed into a vehicle.
- Clean-up crew: Whether your crew is hired help or family and friends, you'll want to ensure this is taken care of at the end of the reception. (Clean up Service can be added)
- Delivery/return of rental equipment: Be aware of the deadlines for return of certain wedding reception supplies; you don't want to get stuck with late fees.

Menu

Cocktail Hour:

Dinner:

Dessert:

Time table for wedding reception from beginning to end

Floor Plan layout