

Glenn Acres Farm Event Planner

Event Date:

Time:

Event Checklist

- Dinner Plates
- Appetizer & Dessert Plates
- Silverware
- Extra Forks
- Dinner Napkins
- Cocktail Napkins
- Plastic Drink Glasses
- Plastic Bar Glasses
- Ice for 2 Coolers and Drinks
- Non-Alcoholic Drinks
- Alcoholic Drinks in Cans and Individual Bottles
- Catered Food
- Serving Dishes
- Serving Utensils
- Table Decorations
- Signage
- Music
- Guest Book
- Photography

Additional Items for a Wedding

- Ceremony Programs
- Ring Bearer Pillow
- Flower Girl Basket and Flowers
- Seating Chart if you are close to capacity
- Gift Card Holder
- Head Table Decorations
- Photo Booth Area
- Memorial Table
- Wedding Signage
- Picture Slideshow
- Cake Knife and Server
- Emergency Kit for clothing and health

Cleaning Checklist for Venue *(Wedding Package includes all cleaning)*

- Remove all personal items from the inside and outside.
- Spray and wipe down kitchen, beverage area, side tables, and coffee table.
- Spray and wipe down all kitchen appliances that you used.
- Put dirty dishes in the dishwasher and run.
- Dump Ice out of coolers and leave lids open to dry.
- Check outside for trash and personal items to be removed.
- Spray and wipe down any banquet tables used.
- Wipe off any chairs that need it.
- Put tables and chairs in their storage carts.
- Bag up all trash and place in outside dumpster.
- Stack outside plastic Adirondack chairs.
- Put away any outdoor or indoor games.
- Turn off all the lights.
- Text Katie when you leave if she is not there 573-310-1722

Wifi and Cable Information

ID: GlennAcres
Password: glennacres1801

Cable: YouTube TV
App on the Home Screen

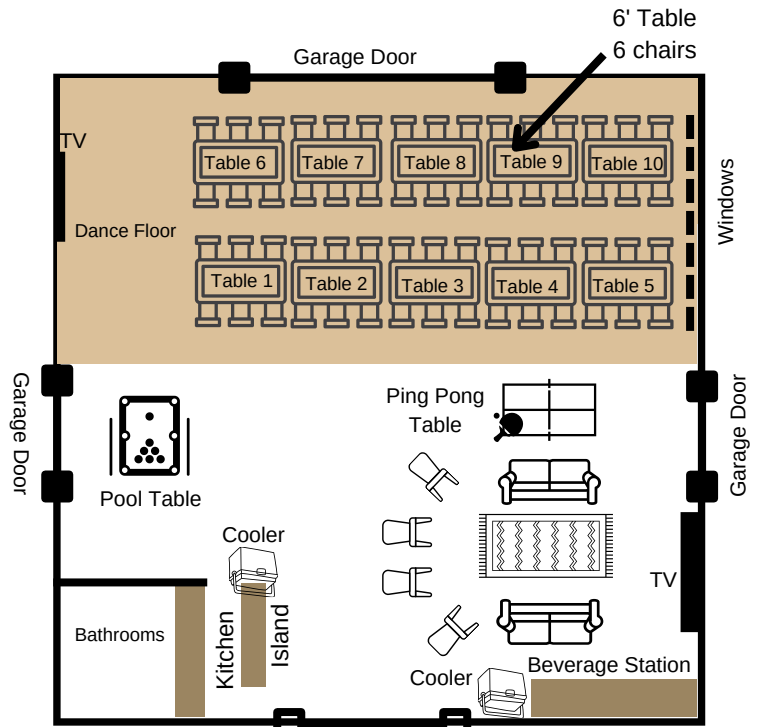
Contact Information

Contact: Katie Patterson
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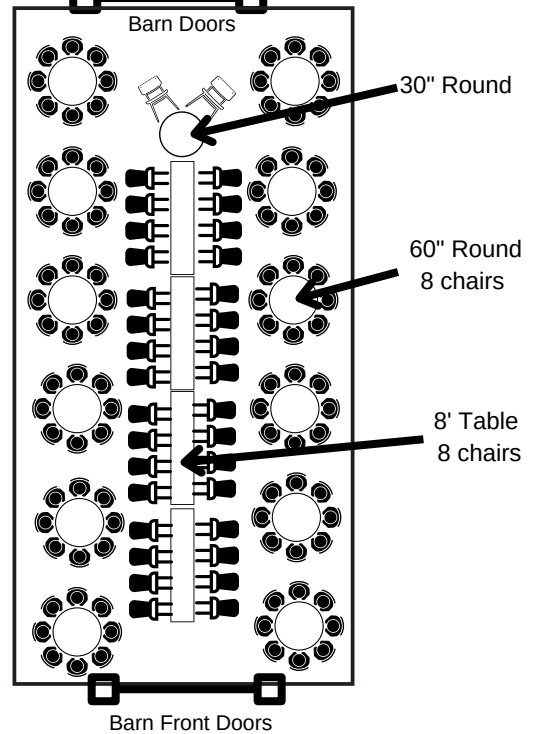
Optional Event Center Floor Plan

10 folding banquet tables that are 6' long, 60 white folding chairs, furniture, kitchen, clean fully stock bathrooms, beverage station, indoor and outdoor games, TVs, PA speaker, Microphones.



Optional Old Barn Floor Plan

12 banquet tables 60" Round, 4 banquet tables 8' long, 1 wood 30" round table, 70 white folding chairs, black spandex table covers.



Custom Floorplan

You are welcome to customize your floorplan. All tables and chairs are provided in rolling storage racks and can be set up at your discretion.

Furniture must not be moved.

Pool Table and Ping Pong Table can be removed upon request.



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Wedding Day Schedule

9 AM Bridal Hair & Makeup
11 AM Photographer Arrives
12 PM Bride and Bridesmaids Pictures
1 PM Groom and Groomsmen Arrive (suggested lunch time)
1:30 PM Groom and Groomsmen Pictures
2:00 PM First Look and Bridal Gifts, Coordinator Arrives
3:30 All Pre-Wedding Pictures Complete
4 PM Ceremony
4:30 PM Cocktail Hour and Family Pictures
5:30 All Post-Wedding Pictures Complete
5:50 PM Grand Entrance
5:55 PM Cake Cutting
6 PM Dinner (Optional Pre-dinner prayer)
6:30 PM Speeches
7 PM First Dance -Coordinator leaves
9:30 PM Last Dance
10 PM Lights Out Doors Locked

Caterer _____

Contact Person _____

Phone Number _____

Florist _____

Contact Person _____

Phone Number _____

DJ _____

Contact Person _____

Phone Number _____

Photographer _____

Contact Person _____

Phone Number _____

Officiant _____

Contact Person _____

Phone Number _____

Suggested Ceremony Processional

Groom and Officiant _____

Bride's Grandparents or Escorts _____

Groom's Grandparent's or Escorts _____

Groom's Parents _____

Groom's Parents _____

Bride's Mother and Escort _____

Bride's Stepmother and Escort _____

Important Family or Friend _____

Important Family of Friend _____

Bridesmaid and Groomsmen _____ (Lined up on the ends)

Bridesmaid and Groomsmen _____ (2nd to last)

Bridesmaid and Groomsmen _____ (Middle)

Bridesmaid and Groomsmen _____ (Middle)

Bridesmaid and Groomsmen _____ (2nd Closest)

Maid of Honor and Best Man _____

Ring Bearer(s) _____

Mini Bride _____

Flower Girl(s) _____

Bride and Father or Escort _____

