



Thebarnatfoutslake.com
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Helpful Tips & Reminders Checklist

We have put together a checklist that includes helpful tips and reminders for couples two weeks prior to their event. This is a general list of things to consider bringing for your event, if appropriate. Some details may not apply.

1. Confirm final headcount
2. Bridal party table count
3. Placement of bar & drink station
4. Placement of DJ, gift table
5. Placement of Food tables (indoor or outdoor) and how many
6. Use of speakers & microphone
7. Placement of guest tables
8. Placement of Walkway / isle
9. Placement of cake spool
10. Confirm color of linens and pay rental cost \$300.
11. Confirm decoration package, if appropriate \$700.
12. Event insurance
13. Confirm use of bridal suite
14. Vendor list, contact numbers and arrival times
15. Ensure all vendors and guest know to add South East to the address:
<https://goo.gl/maps/mfJJ8cw9khq7X3Um7>

WEEK OF EVENT REMINDERS AND HELPFUL TIPS:

1. All **final payments** received prior to set up.
2. Proof of **insurance** by Thursday or Friday before set up.
Must be emailed. thebarnatfoutslake@gmail.com Obtained through your insurance company, or purchased at <https://www.theeventhelper.com>
3. **Confirm times:**
 - Set up time
 - Rehearsal time (dinner?)
 - Ceremony time
 - Arrival time on event day
 - Arrival of vendors
4. Confirm use of bridal suite or if getting ready off site.
5. Let all vendors know to add SE into address (google maps) 10919 Scenic Road SE Glouster, Oh 45732. Feel free to provide with venue numbers in case difficulty locating venue.

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6. Designate people for the following, if appropriate:
 - Serve food
 - Restock food & drinks
 - Assist with cake cutting

7. Helpful list of items not provided by venue:
 - Serving utensils
 - Bowls
 - Dishes
 - Chafing pans
 - Roasters
 - Cups
 - Plates (dinner/cake)
 - Silverware
 - Condiments
 - Leftover food storage containers/baggies
 - Ice
 - Umbrellas
 - Lighters for sparklers, no open flames such as candles.
 - Wine / bottle opener
 - Wood for fire pit
 - Supplies to decorate tables, displays, pergola, ie. scissors, tape, wire, batteries, if appropriate.
 - Arrangements for whiskey barrels
 - Food or snacks for bridal party
 - No glass - glasses, drinks, etc.

8. Be sure to bring plenty of ice. We have a large deep freezer to store additional. Also consider weather, if hot have plenty of water and ice.

9. If utilizing outdoor area for guest tables and serving food, please consider canopies or event tents.

10. We ask that you communicate to all people/bridal party if assisting with clean up the night of that all items remain in venue, so items don't get mixed up.

11. If you purchased the venues decoration package, any items that you bring into the venue must be marked and list provided. Clean up is recommended to occur the following day to avoid inventory errors.

Feel free to let me know if you have any questions.

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