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## Helpful Tips & Reminders Checklist

We have put together a checklist that includes helpful tips and reminders for couples two to three 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.

**Ensure all vendors and guests know to type the name of the venue “The Barn at Fouts Lake” when looking up directions online.** <https://goo.gl/maps/mfJJ8cw9khq7X3Um7>

### ***During final walk through meeting:***

1. Confirm set arrival time for set up
2. Confirm rehearsal time and number of food tables if having rehearsal dinner at the barn.
3. Confirm day of event arrival time
4. Confirm use of bridal suite
5. Confirm final headcount
6. Confirm bridal party table count
7. Confirm list of vendors, contact numbers and arrival times
8. Confirm the use of our bluetooth speakers & microphone
9. Confirm placement of bar & drink station (confirm use of dispensers)
10. Confirm placement and size of DJ area and if table is needed (remind DJ music must be downloaded)
11. Confirm placement of gift table
12. Confirm placement of food tables (indoor or outdoor) and how many
13. Confirm placement of guest tables and number of reserved tables
14. Confirm placement of walkway / isle
15. Confirm placement of cake spool (linen to cover)
16. Designate someone to bring brunch items, if getting ready early morning in loft
17. Confirm linen package and pay linen rental fee, if appropriate
18. Confirm decoration package, if appropriate
19. Confirm ice package, if appropriate
20. Confirm tent package (2 – 10x20), if appropriate
21. Confirm clean up package, if appropriate
22. Consider bringing sewing kit, extra bra, comfortable shoes
23. Remind bridal party about type of shoes to wear in gravel
24. Clean up must be complete by noon the following day

## WEEK OF EVENT REMINDERS AND HELPFUL TIPS:

**1. All final payments need to be paid in full prior to or during the final walk-through meeting.**

**2. Proof of event insurance** by Thursday the week of the event by emailing to us at [thebarnatfoutslake@gmail.com](mailto:thebarnatfoutslake@gmail.com). We recommend using The Event Helper for insurance unless you wish to use your personal insurance company.

<https://www.theeventhelper.com#s77HR7>



**3. Designate people for the following,**

- Assist with rehearsal the night prior, ceremony run through, food, cleaning up and taking out trash. The Barn staff will not be present (unless coordination package purchased)
- Set up for cocktail hour or appetizer table
- Set up dessert bar serve food
- Restock food, ice and drinks
- Assist with cake cutting
- Clean up of designated areas (kitchen area, food tables, dishes, packaging left over items)
- Clean up of petals on isle and grass
- Decorating the pergola and additional spaces (unless decoration package purchased)
- Close and open ceremony site doors during wedding

**4. Helpful list of items not provided by venue:**

- Serving utensils (cake knife, spoons, tongs, etc.)
- Bowls
- Dishes
- Chafing pans
- Roasters
- Cups
- Plates (dinner/cake)
- Silverware (or container to hold)
- Condiments
- Coffee
- Leftover food storage containers/baggies
- Ice (unless ice package purchased)
- Umbrellas
- Lighters for sparklers
- 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

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### 5. Items NOT permitted.

- No liquor (\*unless approved by The Barn prior to event\*)
- No open flames such as candles inside
- No glitter or confetti inside
- No glass drink bottles (exception of wine)

**6. Be sure to bring plenty of ice if you are not using our ice package.** This includes bringing a cooler to store additional ice. Also consider weather, if hot have plenty of water and ice.

**7. If utilizing the outdoor area for guest tables and serving food, please consider canopies or event tents.** We have two 10x20 tents available for rent for \$100. Must be arranged prior to event.

**8. 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.**

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

Please understand that this is a working document. At any time, you have questions, please reach out to us!