



## WEDDING DAY QUESTIONNAIRE

Hi 1885 Couples! This questionnaire will help us plan for your wedding day in The Barn at 1885 Farms. Please complete it and return to me no later than two weeks prior to your wedding date. You can email it to me at [richville5553@gmail.com](mailto:richville5553@gmail.com).

Also, before you begin, I want to make sure you have my personal cell phone number. It is 859-777-4004. Please take a moment to save it in your phone if you don't already have it. I don't always answer the business line after hours and want to make sure you're always able to reach me. Please feel free to pass my cell number along to any important people (maid of honor, close family, or anyone else who might need to contact me on the wedding day).

Thanks!  
Audrey

For couples who are staying in the house, please answer 1-3. If you are not staying in the house, you can skip to question 4.

1. Check in for the house is at 3pm. What time do you plan to arrive?
2. Are you having a rehearsal dinner at home? If so, how many people will be there?
3. How many people will be staying overnight in The Farmhouse each night:  
Friday?  
Saturday?  
Sunday?
4. How many guests will be attending the wedding?

5. Will the ceremony take place under the gazebo, in the flower field, in the pine tree area behind the gazebo, or at the pond (this last option is for couples who are staying in the house only)?
6. Our eight foot benches will be set up for your ceremony. Each bench seats five people. There are enough benches to accommodate 160 guests. If you have more than 160 guests, we will set up chairs in the front few rows for immediate family. How many guests will you need seating for during the ceremony? Please do not include yourselves or the bridal party in this count, as they will be standing.
7. Would you like to use one of our ceremony backdrops? If so, which one? Choices include the gold circle with faux greenery & flowers attached, wooden hexagon (decorate however you want), or wooden triangle (decorate however you want). The flowers on the gold circle can be altered but the faux greenery must stay on.
8. Would you like our boxwood photo backdrop set up downstairs? It is eight feet tall and has faux flowers attached. The flowers are ivory, dusty rose and burgundy. The flowers cannot be removed but other flowers can be added if desired.
9. Would you like to use any of our antique sofas? Couples sometimes use these as a lounge area downstairs, seating for the bride and groom behind the head table, or placement in the field for photos. We have an ivory sofa, brown loveseat, burnt orange loveseat, and matching set of burnt orange King and Queen's chairs. Would you like us to set any of these up? If so, which ones and where would you like them placed?
10. How many guests will be attending the dinner portion of the reception? Please include yourselves and the bridal party in this count.
11. Would you like a head table for the entire bridal party or sweetheart table for the bride and groom only?
  - a. If you're using a head table, how many people are in your bridal party (NOT INCLUDING bride and groom)?
12. For guests, would you like to use the eight foot wooden rectangular tables or the 60-inch round banquet tables? Or a combination? Please keep in mind that the round tables are

more space efficient than the wooden tables. (Both types of tables can seat 8-10. Wooden tables can seat 10 if you have end caps. Rounds are more comfortable with 8 guests, but 10 is possible at the rounds if necessary.)

- a. If using wooden tables, do you want endcaps (seats 10) or no end caps (seats 8)?
  - b. If using round tables, do you want chairs set up for 8 or 10 guests?
13. Please describe how you would like your tables arranged for dinner on the main floor or attach a picture. There are measurements of The Barn and sample seating charts on our website for reference. They can be found under the “Planning Resources” tab.
14. Do you need a buffet table or will your dinner be plated?
- a. If you need a buffet table, do you need one or two 8-foot tables?
  - b. Do you need space for servers to be able to stand behind or can they be pushed up against the wall?
15. Will dancing occur on the lower level where the bar is, inside on the main level near the dining tables, or outside on the gazebo? Please note that we are not allowed to set up any speakers outside of The Barn. All speakers must be inside. If you’re dancing on the gazebo, don’t worry - you will still be able to hear the music.
16. Do you want our red 1954 Chevy parked somewhere as a backdrop for pictures? If so, where? (Popular spots include near the flowers in the field or in front of the entrance to The Barn in the grass near the new patio)
17. We need a timeline for the activities on the wedding day. What time will the following activities begin?
- a. Guest arrival:
  - b. Ceremony start time:
  - c. Cocktail hour:
  - d. Bridal party announced:
  - e. Dinner:
  - f. Police officer arrives:

- i. Which city or county did you hire your officier through?
- g. Bar closes:
- h. Reception end time:

18. Which vendors will you be using?

- a. Catering:
- b. Bartending:
- c. Photographer:
- d. Videographer:
- e. Planner/Coordinator:
- f. DJ/Band:
- g. Photo Booth:
- h. Cake/Sweets:
- i. Florist:
- j. Hair:
- k. Makeup:
- l. Other vendor who will be onsite:

19. We try not to bother the bride or groom on the wedding day. If we have any questions, who is the contact person?

Name:

Relationship to the couple:

Phone number:

Backup person:

Relationship to the couple:

Phone number:

\*REMINDER: Bar service cannot be for more than six total hours.

\*REMINDER: Music must be turned off by 11pm on Fridays and Saturdays, and 10pm on Sundays-Thursdays. THERE ARE NO EXCEPTIONS TO THIS. PLEASE MAKE SURE YOUR DJ IS AWARE OF THE MUSIC END TIME. Guests not staying in the home must be off of the property by 11:30pm on Fridays and Saturdays, and 10:30pm on Sundays-Thursdays.

\*REMINDER: You are welcome to access the decor room at 9am on the morning of your wedding. If you would like to set up the day before, please confirm with Audrey that there is no event scheduled. PLEASE USE CARE WHEN BORROWING OUR ITEMS. All decor must be returned to the decor room by 7am the following morning, unless you have received permission to return later in the day. PLEASE USE COURTESY AND PLACE EVERYTHING BACK NEATLY WHERE YOU FOUND IT.

\*REMINDER: Clean up of The Barn also needs to be completed by 7am the following morning, unless you have received permission to clean up later in the day. PLEASE DISPOSE OF ALL FOOD AND TRASH INTO TRASH BAGS. PLEASE EMPTY ALL CUPS, CANS AND BOTTLES OF LIQUID BEFORE PLACING IN THE TRASH. TRASH BAGS MUST BE TIED UP, REMOVED FROM THEIR CANS, AND PLACED INSIDE THE BARN IN FRONT OF THE GAZEBO DOORS FOR PICKUP.

Thank you for taking the time to complete this form! This will help us keep everything running smoothly on your wedding day. As always, please feel free to reach out with any questions at 859-777-4004!

Audrey