



**The Stables**  
**1764 Ben Fulton Ave, NW**  
**North Lawrence, OH 44666**

## **WEDDING DAY QUESTIONNAIRE for THE STABLES**

1. Partner 1's full name:
  2. Partner 2's full name:
  3. Wedding date:
  4. FINAL guest count:
  5. Schedule (please indicate times below):
    - Guest arrival:
    - Ceremony start time:
    - Cocktail hour:
    - Dinner:
    - Bar closing time:
    - Reception end time:
  6. Vendors (please state company name below):
    - Caterer:
    - Bartender:
    - Photographer:
    - Videographer:
    - Day of coordinator:
    - Officiant:
    - Photo booth:
    - Dessert:
    - Hair stylist:
    - Make-up artist:
    - Transportation company:
    - Tent sides:
    - Portable restroom trailer:
      - If guests will use restrooms in the house, it must be limited to the two restrooms inside of The Cottage. The swimming pool and main house must remain locked to guests not authorized to be inside the home. Please respond "I acknowledge."
- **INFORMATION FOR YOUR DJ (PLEASE READ CAREFULLY):**
- Name of DJ company?
  - Please share the following rules with your DJs:
    - 1. During the reception, speakers must face either North (toward the pond) or East (toward the right side of the tent). Speakers CANNOT face South or West due to neighboring houses.
    - 2. There is a decibel meter under the tent in order to ensure we are not violating any county noise ordinances. The levels are attached

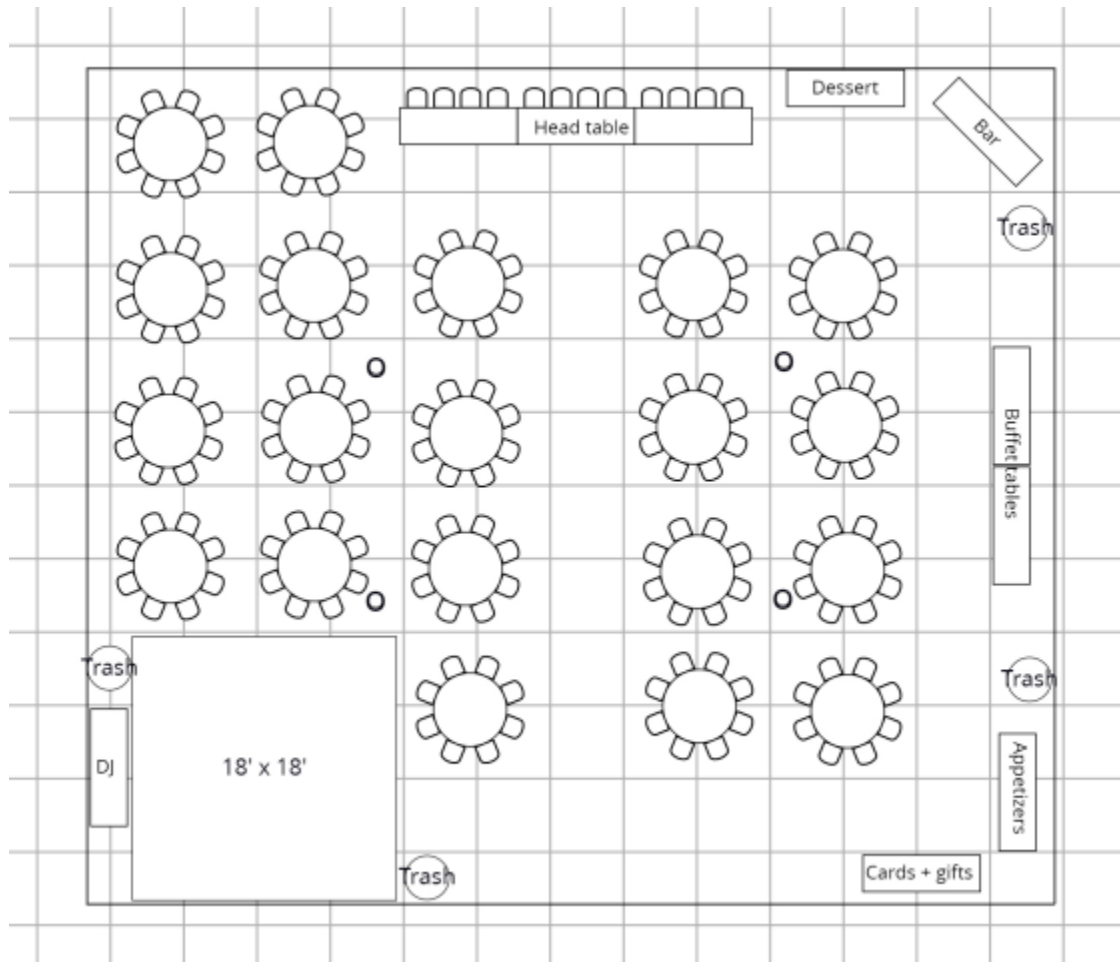
to the decibel meter. Your DJ must have this meter in view at all times.

- 3. Music must be COMPLETELY OFF by 10pm (Sundays through Thursdays) or 11pm (Fridays and Saturdays). For the last song, please do not start a new song unless the song will be finished by the cut-off time. NO EXCEPTIONS.
- **Please acknowledge that you have forwarded these rules to your DJ or the person in charge of handling your music during the reception (type “I acknowledge”):**

- Other Vendors On-Site:
  - IMPORTANT: Please make sure all of your vendors know to enter the correct address into their GPS rather than just “1885 Farms”. If they just enter “1885 Farms”, their GPS will take them to The Barn (our other property). Vendors must enter “1764 Ben Fulton Ave NW, North Lawrence 44666” in order to be directed to the correct place.
7. Payments & Documentation:
- Have you paid any remaining balance (yes or no)?
  - Have you paid your refundable damage deposit (yes or no)?
  - Have you turned in your event liability insurance (yes or no)?
  - Have you turned in your bartender’s insurance? (Note: if you are using Drink Slings or Thirsty Filly, we already have this on file).
8. Preferred Day of Contact:
- Name:
  - Relationship to couple:
  - Phone number:
9. Would you like to use the tractor service (yes or no)?
- Tractor transports guests from ceremony to reception and ends when all guests have been transported.
10. Do you need a generator set up in the wooded space for electricity (yes or no)?
11. Are you planning to have any extra guests visiting the home other than the 24 who are authorized to be inside the home (yes or no)?
- If yes, how many? Which days?
  - Have you paid the \$35 per person, per day fee for additional guests visiting?
12. Inventory of tables - these are the quantities and sizes of tables we supply:
- Up to 9 rectangular tables (8 ft x 30in) and up to 20 round tables (60in)
  - Please indicate the number of tables needed for each of the following
    - Number of rectangular tables needed for head table (typically 1, 2 or 3)?
      - Number of chairs needed behind head table?
    - Number of rectangular tables needed for buffet (typically 2)?
    - Number of rectangular tables needed for appetizers (typically 1)?
    - Number of rectangular tables needed for dessert (typically 1)?
    - Does your DJ need a rectangular table (yes or no)?
    - Number of rectangular tables needed for combined cards/gifts & guestbook (typically 1)?

- Number of ROUND tables needed for your guests who are NOT sitting at the head table? (Each table seats 8 comfortably or 10 max.)
  - Number of chairs needed at each round table?
- Would your bartender like to use our new rolling bar? (Typically the answer to this will be yes, unless your bartender is bringing their own mobile bar.)

13. This is the recommended setup (number of round tables will depend on guest count):



- Head table in front of pond
- All food tables on right (so the food remains shaded)
- Cards/gifts in front where guests enter the tent
- Appetizers in front where guests enter the tent
- Dessert in back near head table for couple to easily cut cake
- Bar in back corner
- DJ near dance floor and electrical box
- Dance floor in corner of tent (Since the speakers can only face north and east, this placement allows the DJ to set up his speakers next to his table. Please note: if the dance floor is in the center of the tent, then the speakers

will be blasting some of the guest tables and it's difficult for people to hear each other talk.)

- Guest tables positioned evenly around throughout the tent
  - Would you like a different set up (yes or no)?
  - If yes, please describe:

14. Is there anything else we should know? Reminders for me of things we discussed?  
Anything that is especially important to you?

As we get closer to the date the best way to reach Audrey is through texting or calling. **PLEASE MAKE SURE YOU HAVE AUDREY'S NUMBER SAVED IN YOUR PHONE.**

**859-777-4004.** We want you to have the best possible experience during your stay with us, so please do not hesitate to reach out for anything at all!

We are looking forward to hosting your upcoming wedding at The Stables!