



**1885 Farms**  
**5553 Richville Dr SW**  
**Navarre, OH 44662**

### **WEDDING DAY QUESTIONNAIRE for THE BARN**

This questionnaire is **DUE NO LATER THAN TWO WEEKS PRIOR** to your wedding.  
Please email the completed questionnaire to [richville5553@gmail.com](mailto:richville5553@gmail.com).

#### **BASIC INFORMATION**

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:
  - Florist:
  - Dessert:
  - Hair stylist:
  - Make-up artist:
  - Transportation company:
  - Other vendors:
7. Payments & Documentation:
  - Have you paid any remaining balance?
  - Have you turned in your event liability insurance?
8. Preferred Day of Contact:
  - Name:
  - Relationship to couple:
  - Phone number:

## **REHEARSAL**

9. If you would like to rehearse prior to your Wedding Day, please be sure you officially schedule this with Audrey to get confirmation on your date and time.
10. Rehearsals are intended to be a practice run-through for the ceremony ONLY. You are not permitted to have dinner in The Barn during this time.
11. If you are using the TVs to display picture slideshows, the rehearsal is a good time to test your video and make sure you are aware of how the media hookups work. You will need a laptop with an HDMI port. Instructions for how to display your video are posted on the wall in the kitchen.

## **PRE-CEREMONY**

12. If you have rented the Bridal and Cowboy Suites, you may arrive anytime after 6am. You will receive your check in instructions during the week of your wedding.
13. You may begin collecting flowers anytime after 6am on the morning of your wedding. Please keep in mind that we have many weddings during flower season and cut only what you need for your wedding.
14. You may access the decor room and The Barn at 9am on the morning of the wedding.
15. You are responsible for transporting any decorations you are borrowing to The Barn. You may want to bring some boxes and/or totes to transport. PLEASE USE CARE WHEN TRANSPORTING OUR ITEMS.

## **CEREMONY**

16. Do you want guests to enter through the lower level of The Barn when they arrive? Or do you prefer guests walk up the gravel drive to the ceremony space?  
\_\_\_\_\_
17. Which ceremony location will you use? (Gazebo, pine trees, flower field, lower patio, or pond? Pond is only available to use if you have rented the main estate home for the weekend.) \_\_\_\_\_
18. Our eight foot benches will be set up for your ceremony. Each bench seats five people. There are enough benches to accommodate 150 guests. If you have more than 150 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? (Do not include the couple, officiant, bridesmaids, groomsmen, or anyone else who will be standing in this count.) \_\_\_\_\_
19. Which ceremony backdrop would you like to use? (Single wooden triangle, double wooden triangles, wooden hexagon, wooden cross, traditional wooden rectangular arbor, gold circle, or gold double geometric arch?) \_\_\_\_\_

## **COCKTAIL HOUR**

20. Set up downstairs:
  - a. One 10 foot farm table in the center for appetizers
  - b. One 6 foot white table for cards/gifts
  - c. One 6 foot white table for guestbook activity
  - d. Four round cocktail tables inside
  - e. Three square cocktail tables on patio
  - f. Red truck outside near patio for photos
  - g. Chairs around the fire pits

- h. LOVE letters
  - i. Ladder - this is often used for the memorial “table” with pictures on the ladder rungs. If you are not using the ladder for this purpose it will still be set up downstairs with greenery on it.
21. Reminder that your bartender may not serve alcohol for more than six hours. This means if you are starting cocktail hour at 3:30pm, they must stop serving no later than 9:30pm.
22. Only non-alcoholic beverages may be placed in the antique tub/trough for self serving. If you would like your bartender to fill the tub with ice, you need to let them know so they can arrive a little early.

**DINNER**

23. Please be aware that the kitchen contains a refrigerator, warming cabinet, sink, and microwave only. We do not have an oven or stove.
24. How many guests will be attending the reception (official dinner count)? \_\_\_\_\_
25. Set up upstairs
- a. One 10 foot farm table for dessert bar
  - b. Two 8 foot farm tables for buffet
  - c. Dresser for non-alcoholic drink dispensers
  - d. Are you doing a head table for the entire wedding party or a sweetheart table for just the bride and groom? \_\_\_\_\_
    - i. If you’re doing a head table, how many people will be seated at the head table? INCLUDE THE BRIDE AND GROOM IN YOUR COUNT \_\_\_\_\_
      - 1. Do you want head table seating on just one side, with the wedding party facing out toward the guests? Or do you want chairs on both sides of the table? (With the exception of across from the bride and groom) \_\_\_\_\_
    - ii. If you’re doing a sweetheart table for just the bride and groom, would you like to use our rustic four foot table or white chalk painted four foot table? \_\_\_\_\_
  - e. For guest seating (not including head table), would you like to use 8 foot farm tables, 60 inch round tables, or a combination of both? \_\_\_\_\_
    - i. We have 14 eight foot farm tables. Each farm table seats between 8-10 guests depending on whether we place endcap chairs on the ends of each table). Please keep in mind that if you are wanting a traditional head table with your entire wedding party, we will use farm tables to create the head table. A head table consisting of three farm tables can seat 12-14 total (one sided). This will decrease the amount of farm tables you will be able to use for guest seating.
      - 1. If you are using farm tables, do you want them to seat 8 or 10 guests? \_\_\_\_\_
    - ii. We have 20 round tables. Rounds tables seat 8-10 guests. If you are using round tables, you will need to provide your own tablecloths. The round tables are 60 inches. If you want your tablecloths to graze the floor, you will need to get 120 inch round tablecloths.
    - iii. Any special layout you would like? \_\_\_\_\_

- iv. Once we receive this information, we will create a layout based on your guest count and desired type of tables. This will be either texted or emailed to you for you to approve or request changes as needed.

### **RECEPTION**

26. Would you like the dance floor to be on the main floor, gazebo, or lower level?

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27. The DJ's speakers are not allowed to be outside except during the ceremony. If you are dancing on the gazebo, your DJ must be set up just inside The Barn.
28. If the dance floor is on the gazebo or downstairs, we will typically still leave a small open area in front of the head table for the special dances.
29. If you are using the gazebo for both the ceremony and dance floor, we will remove the benches during cocktail hour.
30. Music must be turned off by 10pm unless your contract states otherwise. **THERE ARE NO EXCEPTIONS TO THIS. PLEASE MAKE SURE YOUR DJ IS AWARE OF THE MUSIC END TIME.** The last song must be finished by the end time.

### **POST-RECEPTION**

31. Clean up of The Barn must be completed before you leave that evening. You do not need to wipe down tables or sweep the floor, but please check carefully to make sure no food is left out (either on the tables or floor). Food will attract animals.
32. You are not able to leave any items behind in The Barn - everything must be taken out at the end of the night. Please plan accordingly and make sure you have designated certain friends or family to ensure this is taken care of.
33. **PLEASE DISPOSE OF ALL FOOD AND TRASH INTO TRASH BAGS.**
34. **PLEASE EMPTY ALL CUPS, CANS AND BOTTLES OF LIQUID BEFORE PLACING IN THE TRASH.**
35. All decor must be returned to the decor room before you leave that evening. **PLEASE USE COURTESY AND PLACE EVERYTHING BACK NEATLY WHERE YOU FOUND IT.** Do not leave boxes of decor on the floor or on the tables - please put it back where it was. Please also be as quiet as possible in the Decor Room as we may have guests sleeping in the Honeymoon Suite or RV next door.

### **MISCELLANEOUS**

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

Thank you for taking the time to complete this form! This will help us be prepared to help you have the best possible day. As always, please feel free to reach out to Audrey with any questions at 859-777-4004. We are looking forward to hosting your upcoming wedding at The Barn!

