



**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 (please include you and your fiance):
5. Schedule (please indicate times below):
  - Guest arrival:
  - Ceremony:
  - Cocktail hour:
  - Dinner:
  - Bar closing time:
  - Reception end time:
6. Vendors (please state company name below):
  - Caterer:
  - Photographer:
  - Videographer:
  - Day of Coordinator:
  - Officiant:
  - Photo booth:
  - Florist:
  - Dessert:
  - Hair Stylist:
  - Make-up Artist:
  - DJ:
  - Transportation company:
  - Other Vendors:
7. Payments & Documentation:
  - Have you paid any remaining balance (yes or no)?
  - Have you turned in your event liability insurance (yes or no)?
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. Reminder: 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 on the morning of the wedding. You will receive your check in instructions during the week of your wedding.
13. The Barn opens at 9am.

### **CEREMONY**

14. Which ceremony location will you use? (Gazebo, pine trees, flower field, lower patio, or pond?)
15. Do you prefer that guests 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?
16. Our eight foot benches will be set up for your ceremony. The benches can accommodate up to 200 guests. Each bench seats five people. Would you like a row of chairs set up in the front row on both sides for immediate family? If so, how many chairs on each side?
17. Which ceremony backdrop would you like to use? (Single wooden triangle, double wooden triangles, wooden hexagon, wooden cross, wooden rectangular arbor, gold circle, gold rounded arch, or gold double hexagon?)

### **COCKTAIL HOUR**

18. Standard set up downstairs:
  - a. One 10 foot farm table in the center of the room for appetizers
  - b. One 6 foot white table for cards/gifts
  - c. One 6 foot white table for guestbook
  - 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 (cannot be moved)
  - i. Ladder - this is often used for the memorial display 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.
  - j. Yard games
  - k. Any changes or additional set up requests?
19. Reminder: only non-alcoholic beverages may be placed in the antique tub/trough for self serving.
20. **Alcohol Order Forms MUST BE SUBMITTED no later than three weeks before your wedding. Payment will be due one week before your wedding.**

## **DINNER**

21. Head table or sweetheart table?
  - a. If head table, how many total people (including the bride and groom) will be seated at the head table?
  - b. If sweetheart table, do you prefer to use an 8 foot farm table or a 4 foot table?
22. For guests, do you prefer farm tables, round tables, or a combination of both?
23. Do you need buffet tables?
24. Our couples typically use a large 10x4ft king's table for dessert displays. Is this okay? If not, we will use this table for guest seating.
25. Do you want a small space left open in front of the head/sweetheart table for the first dance?
26. Please be aware that the kitchen contains a refrigerator, warming cabinet, sink, and microwave only. We do not have an oven or stove.

## **RECEPTION**

27. Would you like the dance floor to be on the main floor, gazebo, or lower level?
28. Reminder: DJ will need to provide their own table.
29. 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.
  - a. Please be sure to send your DJ an overview of your layout once Audrey sends it to you - he/she will need a visual of where to set up.
30. Music must be turned off by 10pm. THERE ARE NO EXCEPTIONS TO THIS.  
PLEASE MAKE SURE YOUR DJ IS AWARE OF THE MUSIC END TIME.

## **POST-RECEPTION**

31. Clean up of your decor must be completed before you leave that evening. You must also remove any food, dessert, and alcohol.

## **MISCELLANEOUS**

32. 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!