



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

WEDDING DAY QUESTIONNAIRE for THE STABLES

This questionnaire is **DUE NO LATER THAN TWO WEEKS PRIOR** to your wedding.
Please email the completed questionnaire to richville5553@gmail.com.

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 start time:
 - Cocktail hour:
 - Dinner:
 - Bar closing time:
 - Reception end time:
6. Vendors (please state rental/vendor company name below):
 - Restrooms:
 - Caterer:
 - Photographer:
 - Videographer:
 - Day of Coordinator:
 - Officiant:
 - Photo booth:
 - Dessert:
 - Hair stylist:
 - Make-up artist:
 - Transportation company:
 - Tent Sides:
 - DJ:
 - **INFORMATION FOR YOUR DJ (PLEASE READ CAREFULLY):**
 - Please share the following rules with your DJs:
 - 1. During the reception, speakers must face either North (toward the pond) or East (toward Tuslaw Middle/High School). Speakers CANNOT face South (toward the house) or West (toward the basketball court) due to neighboring houses that are located just through the trees.
 - 2. There is a decibel meter under the tent in order to ensure we are not violating any county noise ordinances. Decibel levels may not exceed 100 decibels.
 - 3. Music must be COMPLETELY OFF by 10pm.

■ **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 turned in your event liability insurance (yes or no)?

8. Preferred Day of Contact:

- Name:
- Relationship to couple:
- Phone number:

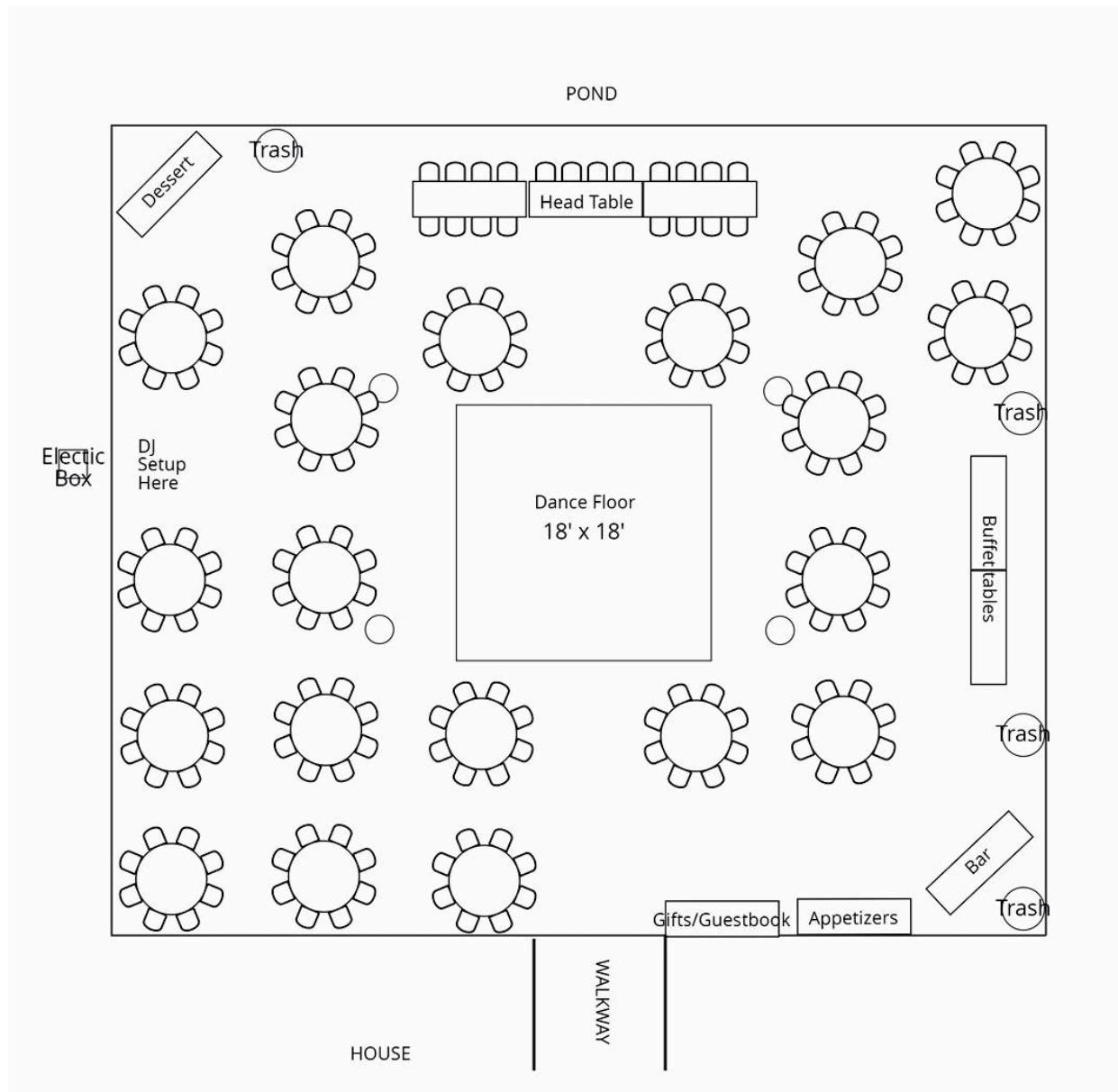
9. Are you planning to have any extra guests visiting the home other than the 24 who are authorized to be inside the home (yes or no)?

- If yes, how many? Which days?
- Have you paid the \$35 per person, per day fee for additional guests visiting?

10. 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?
 - We have a counter height bar that the bartender will serve from.

11. 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/guestbook near where guests enter the tent
- Appetizers near where guests enter the tent
- Bar near where guests enter the tent (shaded)
- Dessert in back near head table for couple to easily cut cake
- DJ electrical box with speakers facing east
- Dance floor in center of tent (dance floor cannot be moved)
- Guest tables positioned evenly around throughout the tent
 - Is this setup ok?
 - If not, please describe changes you would like to make:

12. 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 by texting her directly at 330-525-2276 or calling. I will get back to you as quickly as possible that way! 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!