

The Big White Barn Final Details Sheet

Wedding Date: _____

Bride and Groom: _____

Additional Contact Person: _____ Relationship _____ Number _____

I HAVE READ OVER OUR RULES AND REGULATIONS _____

Final Guest Count		
Arrival Time		
Bride/Groom Exit Time		
Planned Check Out Time		
Person in Charge of Check Out		

Who is setting up tables and chairs?

The Big White Barn comes with Tables and Chairs for up to 200, did you purchase any additional options with your package? **(Please circle any items included or purchased additionally)**

Set-Up Parking Attendant Additional Hours Cakes Floral

DJ Linens Coordinator Security Additional Hours

Ceremony Time: _____

Ceremony Location (be specific): _____

Reception Start Time: _____

Reception Location (be specific): _____

Please give **all contact information** for the following vendors:

Vendor	Arrival Time	Phone Number	Email or Website
Band/DJ			
Coordinator			
Caterer			
Cake			
Floral			
Photographer			
Video			
Rentals			
TABC Server			
Officers			

Will you use the Outdoor Fire Pit, Yard Games, Play House?:

Exit item (sparklers, petals, glow sticks, etc):

All rental items must leave when you do. We will not be responsible for any items left.

~Please return this document along with all requested information and documents 2 weeks before your wedding date. ~

- Required Alcohol Information:
 - TABC License, Insurance
 - Liquor Liability Insurance,
 - Approved Security
- Required Food Information: Business DBA, LLC, etc or Food Handlers Permit
- Non Alcohol Event Agreement if Applicable
- Signed paperwork:
 - Contract
 - Rules and Regulations
 - Cleaning Agreement
 - Final Details Sheet
- ***We also need a credit card on file or check for the refundable deposit of \$500.***

BWB Exit Guidelines

As you approach your event, breakdown and clean up may be one of the last things on your mind! We would like to provide you with some tips to help this part of the day go smoothly and help you avoid any additional fees.

1. Designate a responsible person to oversee exit and final walk through. This person needs to be part of the morning walk through also, so they can ask any questions as needed.
2. Final walk through needs to be scheduled at least 30 minutes before final exit. This allows time for anything that needs to be addressed after final walk through to be corrected within your time frame.
3. All out time means out of the gates, not just out of the building.
4. Please allow yourself a reasonable amount of time for break down and clean up. Consider the number of guests, amount of décor, and duties of caterer. Most events need about 1 ½ - 2 hours.