

# THE MANSFIELD BARN

Please provide us with the following information so that we can do everything to ensure that your event is perfect!

Make sure we have this form 4 weeks prior to your event via email (mansfieldbarn@gmail.com) or US Postal Service (The Mansfield Barn LLC, P.O. Box 214, Underhill, VT 05489).

**\*\*\*\*\* Please type or print clearly. Do not use colored ink. \*\*\*\*\***

**DATE OF WEDDING:** \_\_\_\_\_

\_\_\_Bride \_\_\_Groom (please indicate)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Email: \_\_\_\_\_

Mother's Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Email: \_\_\_\_\_

Father's Phone: \_\_\_\_\_

\_\_\_Bride \_\_\_Groom (please indicate)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Email: \_\_\_\_\_

Mother's Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Email: \_\_\_\_\_

Father's Phone: \_\_\_\_\_

Will you be having your rehearsal at the barn?    yes    no

If yes, Date and Time of rehearsal: \_\_\_\_\_

***\*Please note that the rehearsal date and time must be discussed and confirmed with Mansfield Barn staff prior to the event. If there is no event on the day before yours is scheduled, then your rehearsal***

**may be on that day. However, if there are events at the barn on the Friday or Saturday before yours, then rehearsals will be held on the Thursday prior to your event between 4 and 8 P.M.**

Ceremony on-site?  Yes  no

If on-site, time of ceremony: \_\_\_\_\_

If on-site, estimated arrival time of first wedding guests for ceremony: \_\_\_\_\_

If on-site, name of officiant: \_\_\_\_\_

Contact information of officiant: \_\_\_\_\_

Amplification needed for ceremony?  yes  no

If off-site ceremony, time of reception: \_\_\_\_\_

If off-site, estimated arrival time of first guests for reception: \_\_\_\_\_

Total number of guests expected: \_\_\_\_\_

Total number in wedding party, including bride and groom: \_\_\_\_\_

Are you having a Sweetheart table or a head table?  Sweetheart  Head Table

How Many People will be seated at the head table? (If Applicable) \_\_\_\_\_

Number of guests under 21 years of age: \_\_\_\_\_

Cocktails?  yes  no

Buffet or Sit-Down dinner?  Buffet  Sit-Down

Will your guests be arriving by shuttle?  yes  no

If yes, what company? \_\_\_\_\_

If yes, what types of vehicles? \_\_\_\_\_

What is your approximate timeline?

• Ceremony: \_\_\_\_\_

• Cocktails: \_\_\_\_\_

• Dinner: \_\_\_\_\_

• Dancing: \_\_\_\_\_

Types of Tables / Chairs	Number We Have	Number You Need
30-Inch (2.5 ft) high top cocktail table	6	
48 inch (4ft) sweetheart table	1	
60 inch (5ft) round table	25	
30 x 72 (6ft) banquet table (height approx. 29-30")	11	
30 x 96 banquet table *8ft) banquet table	1	
24 x 48 (4ft) banquet table*	1	
White Folding Garden Chair	208	

Tables / Chairs (please indicate number needed of the following):

\*Banquet tables would be used for head table, buffet, gifts or table-seating cards. Please note that you are responsible for providing linens for all your tables, except for DJ which we will provide for you.

Please provide us information about your vendors:

Beverage Service Name / Contact Information: \_\_\_\_\_

\_\_\_\_\_

Caterer Name / Contact Information: \_\_\_\_\_

\_\_\_\_\_

Florist Name / Contact Information: \_\_\_\_\_

\_\_\_\_\_

Are you having the Photo Booth? (Green Mountain Photo Booth) \_\_\_\_\_ Yes \_\_\_\_\_ No

Photographer Name / Contact Information: \_\_\_\_\_

Rental Company Name / Contact Information: \_\_\_\_\_

\_\_\_\_\_

What is being rented? \_\_\_\_\_

When is it arriving on-site? (Please make sure that someone will be on-site to receive the rentals.)

\_\_\_\_\_

Wedding Cake Provider Name / Contact Information: \_\_\_\_\_

\_\_\_\_\_

Wedding Planner (if applicable) Name / Contact Information: \_\_\_\_\_

\_\_\_\_\_

For weddings in May-Sept, please make sure table place cards and table numbers are securely weighted down. We may run large oscillating fans if it is hot and if they are not weighted they may end up on the floor.

If you do tablecloths the day before make sure you have someone check the linens for dirt particles that can sometimes fall onto the tables. A little duster or handheld broom works great!

All decorations, table linens, etc have to be removed after the wedding that night as we have many weddings the next day.

Thank you and many congratulations from the Mansfield Barn Staff.