

# **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: 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 Friday or Saturday at 1:30pm.***

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

If applicable, how many people will be seated at the head table? \_\_\_\_\_

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	
24 x 48 (4ft) banquet table*	1	
Total White Folding Garden Chair	325	

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

\*Banquet tables would be used for head table, buffet, gifts or table-seating cards.

Please provide us information about your vendors:

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Are you having a Photo Booth (Green Mountain Photobooth)? \_\_\_\_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: \_\_\_\_\_

\_\_\_\_\_

***\*\*\*All decorations, table linens, etc have to be removed after the wedding  
THAT NIGHT as we have scheduled cleaners early the next day 6am.\*\*\****

*Thank you, and many congratulations from the Mansfield Barn Staff!!!!*