

THE MANSFIELD BARN INTAKE FORM

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: _____

CONTACT INFO:

Bride/Partner 1

Name: _____

Address: _____

Email: _____

Phone: _____

Mother's Name: _____

Mother's Email: _____

Mother's Phone: _____

Father's Name: _____

Father's Email: _____

Father's Phone: _____

Groom/Partner 2

Name: _____

Address: _____

Email: _____

Phone: _____

Mother's Name: _____

Mother's Email: _____

Mother's Phone: _____

Father's Name: _____

Father's Email: _____

Father's Phone: _____

REHEARSAL:

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 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:

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

RECEPTION:

If off-site ceremony, time of reception: _____

If off-site ceremony, 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 are the shuttles? _____

What is your approximate timeline?

▪Ceremony:_____

▪Cocktails:_____

▪Dinner:_____

▪Dancing:_____

TABLES & CHAIRS:

* Tables and chairs for your wedding guest count will be provided by the Mansfield Barn. You may organize them anyway you like, in coordination with us and your caterer !

Your Estimated Number of Guest Tables for Dinner: _____

Your Estimated Number of Tables for Extras (Cake/Dessert, Apps, Gift, Photo Table, etc.): _____

**We will have 11 farm tables in the barn at all times for weddings of 110 guests and under . These tables hold 8-10 people comfortably. They also look amazing with 6 people at each table. So for smaller weddings we do not remove our standard 11 tables, but will sit less people at those tables. For groups larger than 110, we simply add more farm tables to the barn.*

VENDORS:

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 & Email: _____

Rental Company Name / Contact Info: _____

What is being rented? _____

When is it arriving on-site? (****All deliveries must be a scheduled appointment with The Mansfield barn***) _____

Wedding Cake Provider Name / Contact Info: _____

Wedding Planner (if applicable) Name / Contact Info:_____

ADDITIONAL !

- *If you do table settings the day before, make sure you have someone check for dust particles that can sometimes accumulate on tables. A little duster or handheld broom works great!*
- ****All decorations, table linens, etc have to be removed **the night-of the wedding**, after the event, as we potentially could have a wedding the next day.*

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