

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 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	
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 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: _____

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.