



Please email this **COMPLETED FINAL DETAILS FORM** to catebarn@gmail.com two weeks before the wedding and confirm that all insurance/vendor forms have been signed and copies emailed to us.

Wedding Date: _____ Ceremony Start Time: _____
 Bride's Name: _____ Phone: _____ Email: _____
 Groom's Name: _____ Phone: _____ Email: _____
 Contact/Parent Name: _____ Phone: _____
 Email: _____
 Rehearsal Start Time: _____ Reception Start Time: _____ Bride/Groom Exit Time: _____
 Plan to Use: *Fire pit:* Yes or No *Carriage House:* Yes or No *Overnight:* Yes or No

Final Guest Count	Adults:	Children:
Number of Tables (6-8 per table)	Round:	Rectangular: Cocktail:
Guest Arrival Time/Gate Closing	Arrival time:	Gate Closing Time:
Day of Coordinator (not our event manager)	Name:	Phone:
Wedding/Event Insurance Company	Company:	Contact:

List contact information for your vendors: if you are not using a vendor fill space with N/A

Vendor	Arrival Time	Phone Number	Vendor's Email
Band/DJ			
Coordinator			
Caterer			
Cake			
Floral			
Photographer			
Video			
Bartender			
Any Rentals			
Other			

Any additional notes: