

# Wedding Setup Checklist—*Homestead Meadows*

Day of Week \_\_\_\_\_ Date \_\_\_\_\_

Bride \_\_\_\_\_ Phone \_\_\_\_\_

Groom \_\_\_\_\_ Phone \_\_\_\_\_

Please return this completed form with your final payment **two weeks before the wedding day**. Enclose in your final payment the balance of rental and fees for optional services. Please see **Final Balance Calculation Worksheet** on the last page of this document. If weather cancels any services, we will issue a prompt refund. Optional services involve a 5% sales tax.

## CEREMONY

- No ceremony at Homestead Meadows. (Please deduct \$100 from the final payment due.)
- Indicate preference for indoor or outdoor ceremony (subject to weather):  
 Outdoor       Indoor  
Number of guests expected for ceremony \_\_\_\_\_ (Please think about this. Not everyone will attend the ceremony, and you don't want too many empty chairs.)
- If outdoor ceremony, select one of our standard sites on aerial view of farm on page 3.  
Site # \_\_\_\_\_ (No cost for standard sites.)  
 Other—Specify \_\_\_\_\_ (Additional cost per advance quote.)
- Time of ceremony: \_\_\_\_\_
- Rehearsal on site? (Involves a \$100 fee.) Yes  No  Day and time \_\_\_\_\_
- Homestead Meadows PA System Rental? Yes  No  (Cost is \$65, and also includes dining hall.)
- Keyboard Rental?  We have a high quality keyboard and stand. The setup and rental fee is \$50.

## DINNER

- Number of guests confirmed for dinner: \_\_\_\_\_
- Head Table? Yes  No  If yes, how many to be seated at head table? \_\_\_\_\_  
Note: We provide table skirting for head tables.
- Number of guest seating tables desired \_\_\_\_\_. Note: We can seat 8 per table up to about 160 guests, and 10 per table up to our capacity of 222. (See table layout diagram on Page 4)
- Table covers and decorating are done by the wedding party. **However, we can cover tables with disposable white poly for \$2/table.** Please check here if you want this  and enclose payment.
- Cake/dessert table:  
 Lower level by lace-covered window (recommended if cake is served right after dinner.)  
 Upper level      Note: We provide table skirting for the cake/dessert table.  
Please communicate setup location to cake vendor. Can arrive after 11AM on wedding day.
- Name of Dinner Caterer: \_\_\_\_\_ Arrival time: \_\_\_\_\_
- Special Instructions, if any:

## RECEPTION

1. Will you have a video to show during the reception? We have a 60" plasma TV with DVD player and computer hookup—our DVD player or your computer. The rental fee is \$50. Our video projector is \$75. We also have 10' screens in the upper or lower levels. There is no charge for using the screens with your own projector.
  - No picture show
  - 60" LED TV in the upper level—\$50
  - Our video projector—\$75
  - Your own Video Projector and DVDPlayer or computer and our screen—no charge  
Upper Level  Lower Level
2. Musical Entertainment Planned
  - DJ music
  - Live music
  - Self-provided music (See note below for equipment available.)
3. Homestead Meadows PA system rental for upper level reception?
  - No
  - Yes (Our sound system can be used with your iPod, iPad, computer, or MP3 player, for sound quality that matches DJ equipment. Rental cost is \$85, and includes a microphone.)

Name of DJ or Band: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

4. Scheduled Start of Music: \_\_\_\_\_ Scheduled End of Music: \_\_\_\_\_

**(Music ending times, per your Confirmation, are as follows: Weekdays—10:30PM; Fridays—11:30PM; Saturdays—11PM; Closing time is one half hour after music ends. One additional hour of closing time extension can be arranged for \$250 + tax.**

We wish to have one additional hour of extension of closing time.

5. Optional white party tent with lights over the area between the two buildings is \$100. Yes
6. Type of beverage service: Soft drinks  Beer  Wine  Hard liquor   
(Note: We will set up the bar area in collaboration with the family in charge and the beverage caterer. In warm weather, the beverage service is generally set up either under the main barn porch or in the yard area between the two buildings. Beer trailers can be parked wherever you prefer.)
7. Beverage caterer:
  - Self
  - Other—Name of Beverage Caterer \_\_\_\_\_
8. Will there be bartenders? (Hard liquor service requires bar tender(s).  
Yes  If yes, how many? \_\_\_\_\_  
No
9. If hard liquor (mixed drinks) served, what time? From \_\_\_\_\_PM to \_\_\_\_\_PM  
(Note: It is best to stop serving mixed drinks an hour before the end of the music.)
10. Overnight Parking—Please Note: Free drinks may cause some to over-indulge. Shuttle service to hotels can be an effective way to prevent driving under the influence. Cars left over night must be removed before 10AM the next day, or they may be towed and stored at the owner's expense.

**NOTE: We do all cleaning after your wedding, including clearing tables after the reception. However, all personal items must be removed at the end of the event so we can clean up and set up for the next day's event early in the morning. Please plan accordingly.**

# Our Standard Wedding Sites



Many couples plan for an outdoor ceremony. We have five standard outdoor wedding sites that we will set up at no cost. Other sites may be available at additional cost.

Please circle the site you have selected and tell us the number of guests expected. We will set up the chairs accordingly. Be cautious not to over-estimate. Some guests will not attend the ceremony, and you don't want too many empty chairs.

**Site 1—Shade Tree Site**—There is a white, round-top garden arbor under the canopy of these two stately shade trees. You can decorate them as you wish.

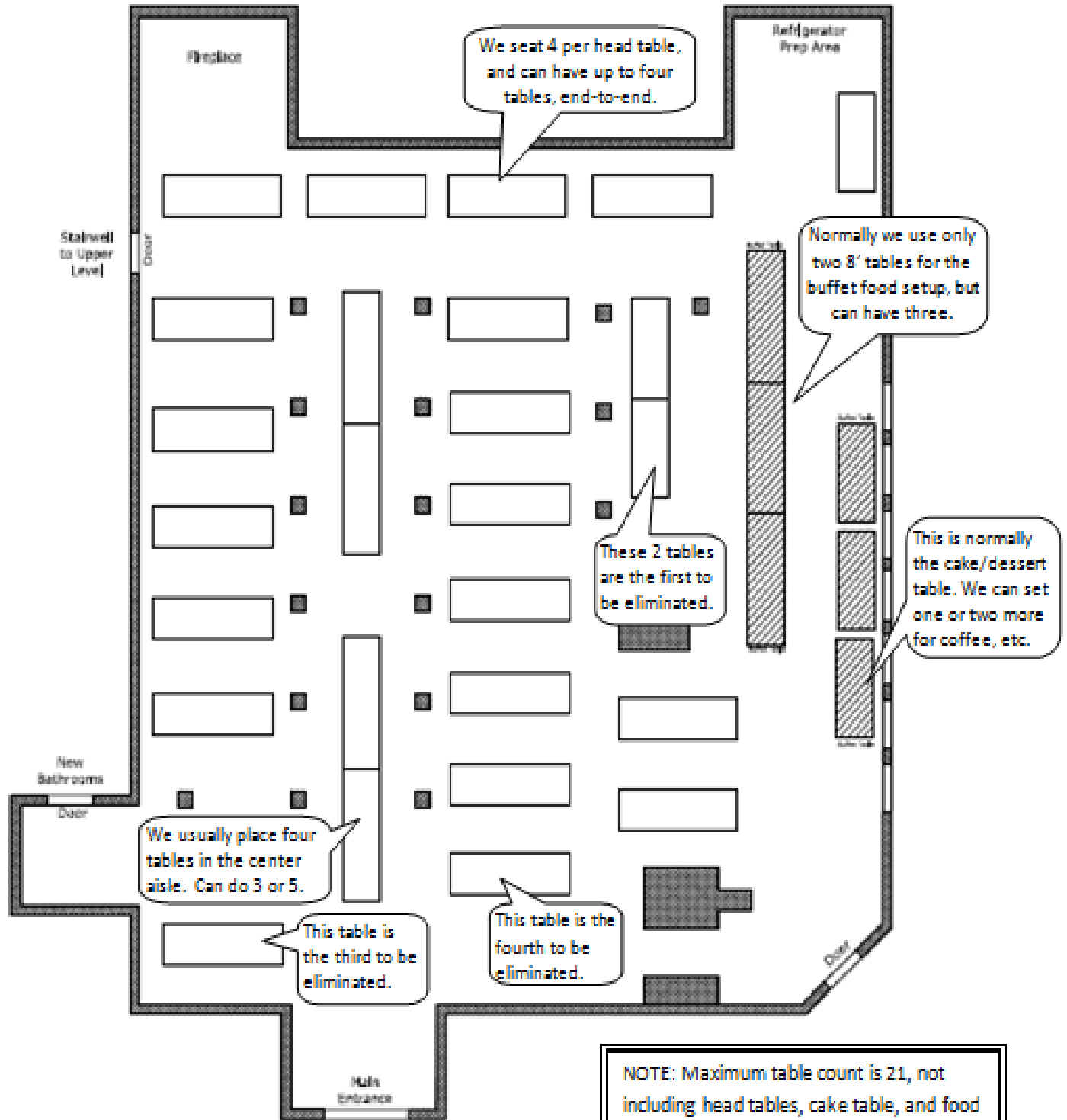
**Site 2—Evergreen Site**—This site also has a round-top arbor, with landscape shrubs and perennials in front of evergreen spruce trees.

**Site 3—Gazebo Site**—This site is in front of and faces our garden gazebo.

**Site 4—Birch Trees West**—This site faces two white birch trees, with a background of spruce evergreens. This is a perfect site if you want a natural background or if you are planning to bring in a background structure. It is to the west of the Bridal Dressing Room.

**Site 5—Birch Trees East**—This site is in front of two birch trees, and has our Tractor Shed in the background.

## Maximum Dining Table Layout with Setup Notes



NOTE: Maximum table count is 21, not including head tables, cake table, and food serving and prep tables. We seat up to 10 guests per table, and typically seat four per head table. Tables are 30" X 8' in size.

# Homestead Meadows

Lower Level Barn



## FINAL BALANCE CALCULATION WORKSHEET

No.	Item	Cost	Amount	Total
1.	Rental Fee with 5% Sales Tax (From Confirmation)		\$	\$
2.	Total paid to date		-	
3.	<b>Balance remaining and enclosed</b> (Subtract 2. From 1.)			\$ _____
	<b>Optional Services</b>			
4.	Table covers in dining level: #___ tables @\$2 ea. (NOTE: We cover the Barn's upper level tables and Machine Shed tables at no charge.)			
5.	Ceremony and Dinner Sound Systems (2 for one price)	\$65		
6.	Keyboard for ceremony	50		
7.	Reception/Dance Floor Sound System	85		
8.	Flat Panel TV w/ DVD player	50		
9.	LCD Projector	75		
10.	Projection screen if you bring your own projector	0		
11.	Campfire with our unlimited wood	50		
12.	Campfire with your own wood	0		
13.	Tractor rides—1 hour (Normally for photos in back of Farm)	120		
14.	Tractor rides—2nd hour (Normally for guest rides)	80		
15.	Rehearsal and/or early setup on previous day	100		
16.	White 20x40' party tent next to Machine Shed (NOTE :Seasonal offering; not available after September.)	100		
17.	Special ceremony location fee (\$200-400, by advance quote.)			
18.	Total of optional services (Add 4.-17.)		\$ _____	
19.	Sales tax on optional items (Multiply 17. by .05)	5%	\$ _____	
20.	Total of optional items with 5% sales tax (Add 16. & 17.)			\$ _____
21.	<b>Total Balance Due— Please enclose when mailing Wedding Setup Checklist two weeks before wedding day.</b>			\$ _____