

HEARTH *House* VENUE

WEDDINGS & EVENTS

All-Inclusive Clients, your Coordinator will take care of this.

This Worksheet contains the information needed for the Final Walkthrough. Planner & Client should discuss and make most decisions prior to the Final Walkthrough. Your Coordinator should also bring a Preliminary Floor Plan to the Walkthrough.

Final Walkthrough Preparation Worksheet

Traditionally, Coordinators complete the Worksheet and bring it to the Walkthrough.

Event Date & Number of Guests:	Date?	Guest Count
Client's Name(s):		
Venue Access Time; as per contract or later?:	What time would you like the Venue Open?	
Lounge Access Time:		
Cottage Access Time:		
Family Room Access Time:		
Planner/Coordinator Name:		
Planner/Coordinator Cell Phone & email:		
Decor Setup Time/Who is setting up Decor?		
General Timeline:		
Guests Arrive	When?	Notes
Ceremony Time	When?	Where?
Cocktail Hour	When?	Where?
Dinner	When?	Where?
Bar Closes (NO LAST CALL)	When?	
Grand Exit	When?	Where?
Guests Depart	When?	Where?
Strike Time	When?	
Event Access Concludes	When?	

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House

VENUE

VENDORS/ COMPANY	ARRIVAL TIME	CONTACT/NUMBER
Alcohol? Bar Service	Yes/No	Company/Contact
Caterer on site?	Arrival Time	Company/Contact
Rental company?	Arrival Time	Company/Contact
Bakery company?	Arrival Time	Company/Contact
Décor company?	Arrival Time	Company/Contact
Floral company?	Arrival Time	Company/Contact
DJ/Band?	Arrival Time	Company/Contact
Photographer?	Arrival Time	Company/Contact
Other Vendor:	Arrival Time	Company/Contact
Other Vendor:	Arrival Time	Company/Contact

ADDITIONAL NOTES

Plan for water service:

Plan B for Weather: `

SPECIFIC CONTRACT NOTES

Point of Contact for Safety/Security and Policy Issues:

How extensive is your décor/who is setting it up:

3 Hours are required hours for setup. If this is not enough time, please discuss this at the Walkthrough

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A/V NOTES & MISC. DETAILS

Utilizing In-House Audio?

Point of Contact for MC:

Anything going on the TV?

Other Details to Note:

INVENTORY USAGE:

- Whiskey Barrels (7):
- Rolling Carts (6):
- Dual Sided Cart:
- Bar Front:
- Drape from Rafters:
- Suspended Floral Chandelier:
- Farm Tables:
- Round Tables:
- 6 Foot Banquet Tables (2):
- Chalkboard:

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VENUE

- **Mountain Arbors:**

- **Benches (4):**

DAMAGE DEPOSIT REFUND RETURN ADDRESS:

Send the Damage Deposit to:

Name:

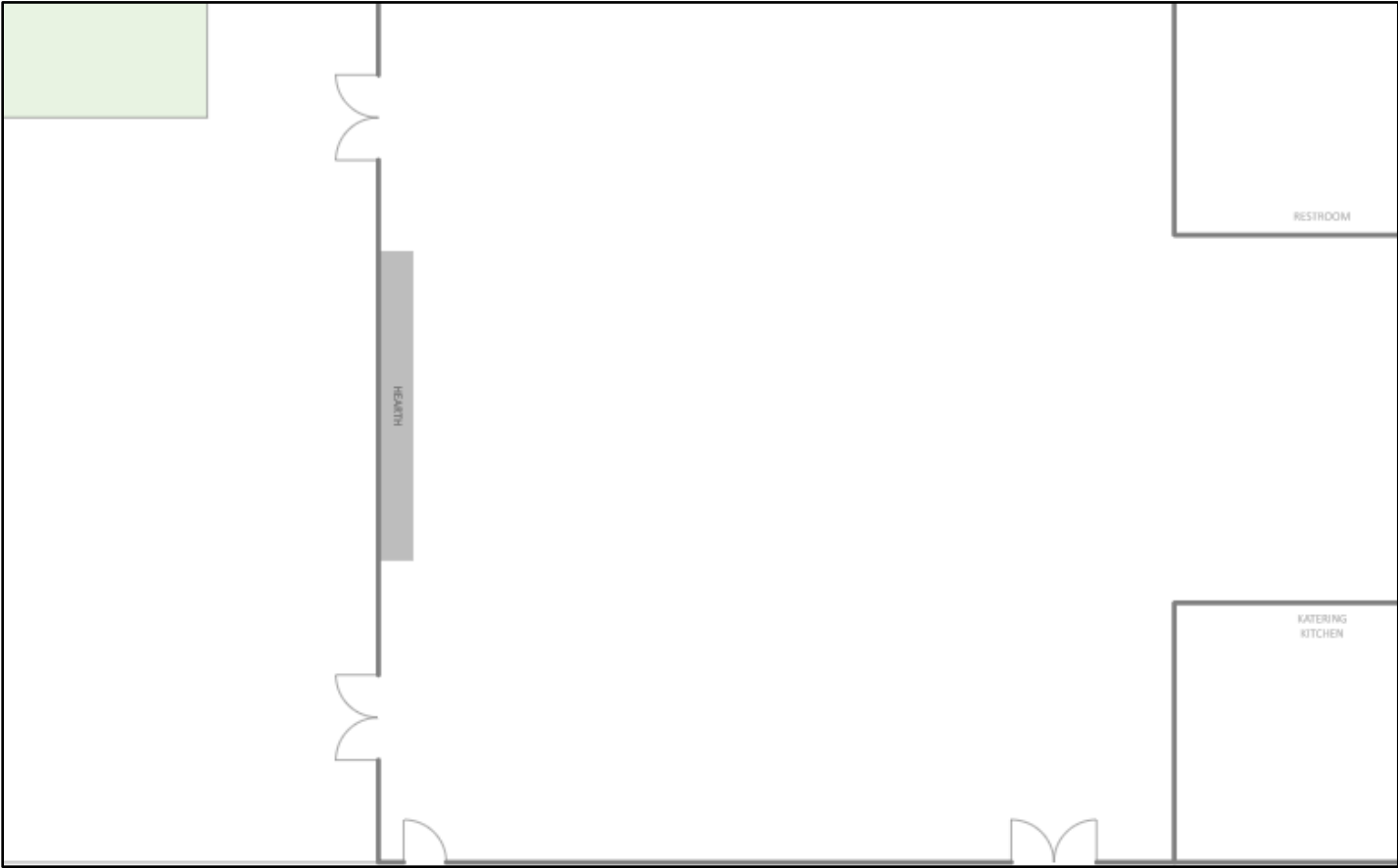
Address:

City:

State:

ZIP:

PATIO & VENUE



COURTYARD

