

Warrenwood Manor



PLANNING MEETING GUIDE

Planning Meeting Basics

WHO

Planning Meetings can be a one-on-one meeting with just you. It can be just you and your fiancé, or you can invite your crew of family, friends, and/or vendors. Know that this meeting is intended to be a time to make decisions about your wedding. Bring people who will support those decisions, not distract or complicate.

WHAT

- Complete our planning meeting worksheet
 - Go over event details like event timeline
 - Determine your event floor plan
 - Select rental items
 - Answer all your planning questions
 - Give vendor recommendations when needed
 - Tour the property with vendors, family and/or friends
-

WHEN

Ideally, your first planning meetings would be done soon after booking. This gives us a chance to answer questions, give vendor recommendations and discuss event basics that will guide your discussions with your other vendors.

Your second planning meeting should be completed no later than 30 days before your event to finalize details.

When you are ready please reach out with your availability and we'll find a time that works for everyone. Requests should be made more than 48 hours in advance.

Planning Meetings typically takes 1-2 hours.

WHERE

We encourage you to come to Warrenwood Manor for your planning meeting so that you can visualize things and physically revisit the space. We do offer virtual planning meetings upon request for those who do not want to or can't make it to the property.

DURING YOUR MEETING WE WILL DISCUSS THE
FOLLOWING ITEMS IN DETAIL SO THAT YOU CAN MAKE
THE BEST PLAN FOR YOUR EVENT!

Ceremony Details

Ceremony Site Selection

BARN



TREE



POND



FIELD



COTTAGE



Welcome Table

We recommend a 6'
Banquet - \$0
(requires linen)



Unity Table

Cocktail Table - \$0
(requires linen)

Entry Table - \$0
(no linen)

Memory Table

Cocktail Table - \$0
(requires linen)

4' Round Table - \$0
(requires linen)

6' Banquet Table - \$0
(requires linen)

Ceremony Decor



Dark Wood Cross - \$75



Dark Wood Arch - \$75
7.5' x 7.5' (1 available)



White Pillars - \$20 each
2 of each size available



Barrels - \$25

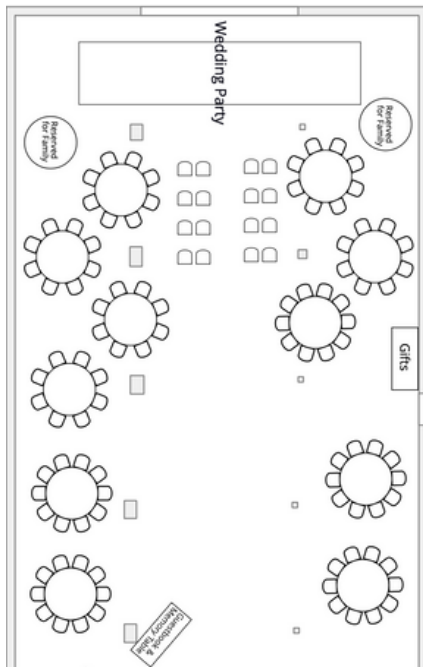
Rain Plan Options

OPTION 1

All guests are seated at their tables.

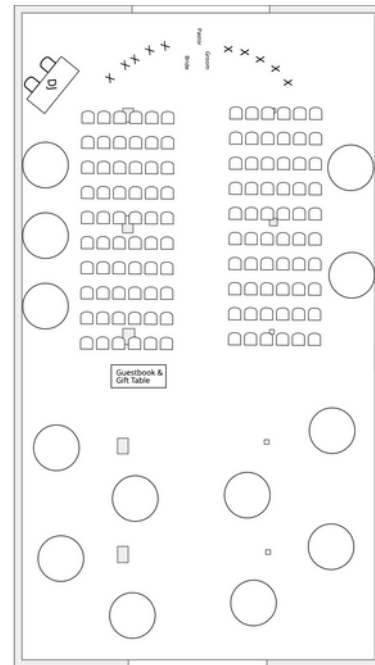
OPTION 2

Majority of guests seated at tables with a few chairs in rows (requires flip time to reception, but is faster than option 3)



OPTION 3

Tables pushed to side and all chairs in rows (slower flip to reception and not an option with more than 100 guests)



OPTION 4 Ceremony in tent behind barn. Barn is setup for cocktail hour and reception.

OPTION 5 Ceremony in barn. Cocktail hour and/or reception in tent.
After the ceremony, the barn is reset for dancing.

**Please note that all expenses related to a tent are the responsibility of the client.
Additionally, not all of these options are feasible for larger guest counts.**

Cocktail Hour Details

Cocktail Hour Setup

LOCATION

Choose from the following cocktail hour locations:

- In & around the house
- In front of the barn
- In the barn (depending on guest count)

TABLES & CHAIRS

We recommend a mix of high-top tables and seated tables with chairs for approximately 30% of your guest count.

FOOD & BEVERAGE SERVICE

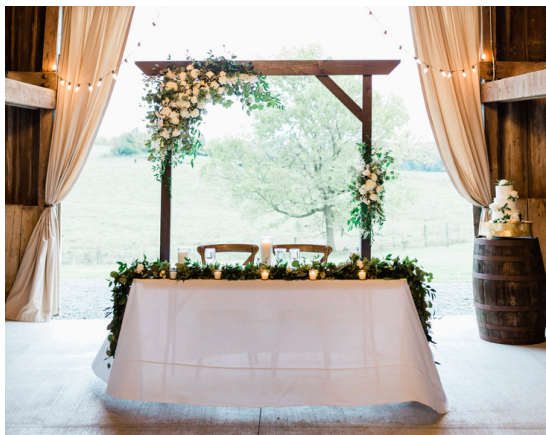
Food can be passed by your catering staff or placed on a food station/buffet table.

Non-alcoholic drinks can be on a table or served from the bar. Pretty please provide water for your guests!

Alcoholic drinks must be served by a bartender. Note that you will need two bar setups if your cocktail hour location isn't near your reception location.

Reception
Details

Sweetheart Table



6' Banquet -\$0
(requires linen)



4' Round -\$0
(requires linen)

Head Table Upgrade



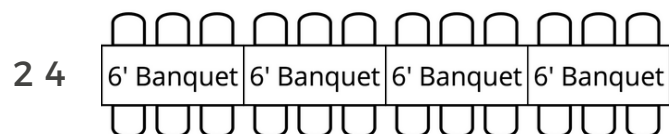
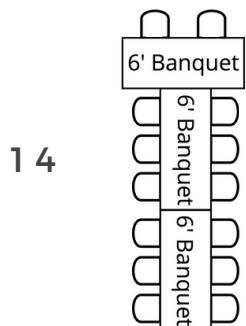
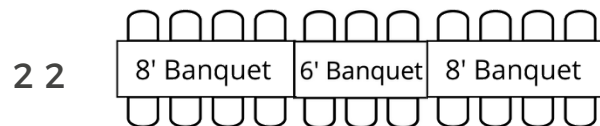
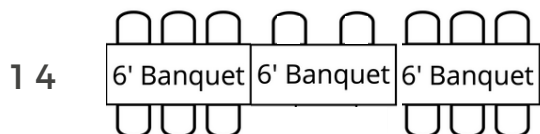
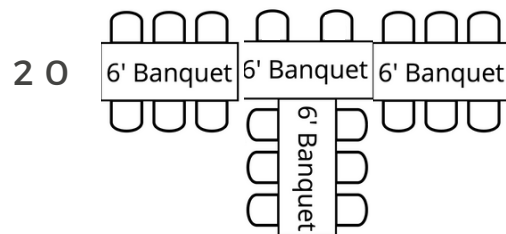
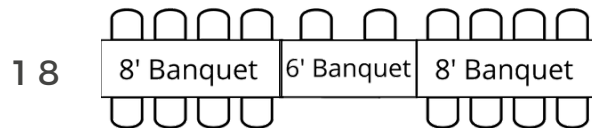
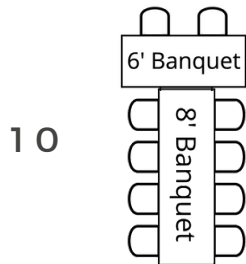
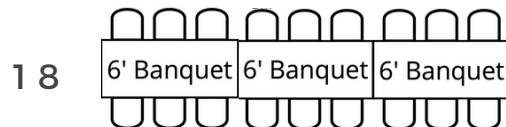
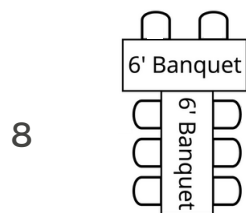
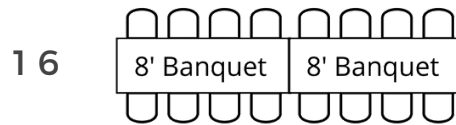
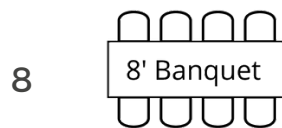
Farmhouse Table
2 available
Seats 8 each
\$75 each



A farmhouse table can also be used for a grazing table, dessert table, table assignment display, or any other item you would like to draw special attention to.

Head Table Options

These options use tables that are available at no additional charge, but do require table linens.



Guest Seating

To estimate the number of guest seats you need do the following math:

$$\begin{array}{r} \text{Total \# of Invited Guests} \\ \times .8 \text{ (since average attendance is 80\%)} \\ - \text{\# of people seated at head table} \\ = \text{Estimated \# of Guest Seats Needed} \end{array}$$

Mixing round and rectangular tables in your floor plan is interesting to the eye, but round tables are the most budget-friendly.

5' round tables can seat up to 10 guests, while 6' rectangular/banquet tables can only seat 6 guests. The cost of the tables themselves is included with your venue rental, but we do not include the table linen or any table decor. Therefore, seating more guests per table results in fewer tables, fewer table linens, and fewer centerpieces, which will ultimately result in savings.

We recommend having a seating chart so that guests can easily find their seats without having to move chairs around. The chart itself should be written with names in alphabetical order with their table number written next to their name.

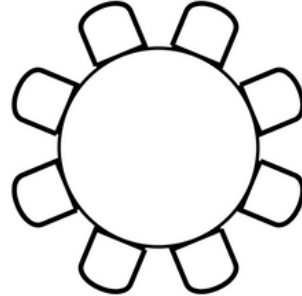
If you are doing open seating we recommend having extra seats.

We do our best to lay out the space based on your preferences, but we also consider safety, function and event aesthetics when placing tables.

Table & Linen Guide

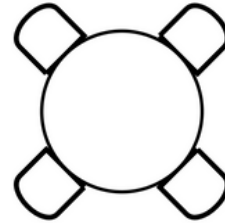
5' ROUND TABLES

Capacity | 6-10 guests
Linen Size | 120" Round
Quantity Available | 23
Best Use | Guest Dinner Seating



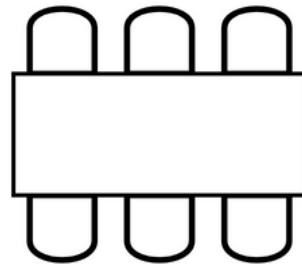
4' ROUND TABLES

Capacity | 2-4 guests
Linen Size | 108" Round
Quantity Available | 2
Best Use | Sweetheart Table or Cake Table



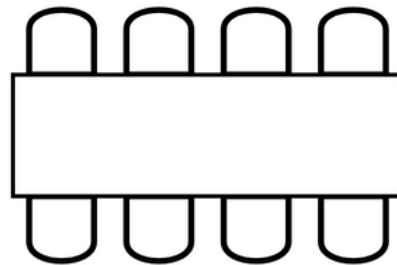
6' BANQUET TABLES

Capacity | 4-6 guests
(seating guest on the ends is not recommended)
Linen Size | 90" x 132"
Quantity Available | 24
Best Use | Welcome Table, Head Table
and for Vendors (Bar, DJ, Caterer, etc.)



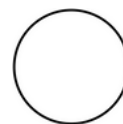
8' BANQUET TABLES

Capacity | 6-8 guests
(seating guest on the ends is not recommended)
Linen Size | 90" x 156"
Quantity Available | 2
Best Use | Buffet or Head Table



COCKTAIL TABLES

Capacity | Up to 4 Standing Guests
Linen Size | 120" Round or 132" if cinching
Quantity Available | 6
Best Use | Cocktail Hour & Accent Tables



Cake Table



4' Round- \$0
(requires linen)



6' Banquet Table- \$0
(requires linen)



Cocktail Table
(requires linen)

Bar



Wooden Bar Front -\$75
(requires (2) 6' banquet
and 1 table linen)

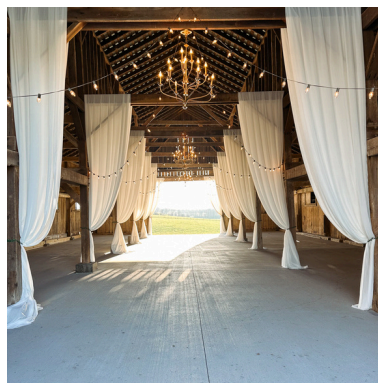


White Bar Front -\$75
(requires (2) 6' banquet
and 1 table linen)



(2) 6' Banquet Tables -\$0
(requires 2 table linens)

Installations



Barn Drapery
Installation- \$350



Focal Wall Light
Installation- \$75

Table Linen Rental

Table Size	Linen Size	Price
4' Round	108" Round	\$22
5' Round & Cocktail Table	120" Round	\$24
Cocktail Table with Tie Back	132" Round	\$30
6' Banquet	90" x 132"	\$24
8' Banquet	90" x 156"	\$24
Other	72" x 72" Overlay	\$8
	Runner	\$13
	Napkins (10 count)	\$10

PLUS \$40 delivery fee & 6% sales tax

Details

- Prices listed here are for standard polyester linens. Other sizes and materials are available upon request at varying prices. Request a custom quote.
- When linens are rented through Warrenwood, our team will place your linens on your tables, but we are not responsible for folding or placing napkins.
- Orders must be placed not later than 7 days prior to your event. Payment is due at this time as well. Any changes after that time cannot be guaranteed.
- Clients are responsible for damaged linens beyond normal wear and use. This includes tears, holes, burns and candle wax. Client must pay replacement cost plus shipping.
- When you request a quote you will receive an invoice via Honeybook that can be paid in-person via cash or check or online via credit card or bank transfer.

After Your Planning Meeting

After your planning meeting you will receive the following items via email:

FOLLOW-UP

- A copy of our meeting notes with TBD items highlighted
- A draft of your floorplan
- A quote for any rental items your select

CHANGES

Your floorplan, timeline, and rentals should be finalized no later than 14 days prior to your event. We can not guarantee changes made after that.

REMINDERS

We ask that you provide the following information at least 30 days before your event:

- Event Timeline
- Complete list of vendors with email addresses
- Proof of Event Insurance
- Certificate of Insurance from Caterer
- STAR Certification & Proof of Insurance from Bartender

WE ARE HERE TO HELP! ASK QUESTIONS VIA:
EMAIL | [INFO@WARRENWOODMANOR.COM](mailto:info@warrenwoodmanor.com)
CALL OR TEXT | 859-326-0193