

# Warrenwood Manor



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## VENDOR GUIDE

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A VENDOR-BY-VENDOR GUIDE TO  
PLANNING A SMOOTH WEDDING DAY

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# General Vendor Guidelines

In order to focus on the wedding celebration itself, we try to help reduce your stress throughout the entire wedding process. It is key that everyone involved in your event has a clear understanding of what is expected of them so that your event goes as planned. Below, we outline items to discuss with each of your vendors during the planning process.

Each vendor will have their own guidelines for your planning meeting, but be sure to discuss each of these items with your vendors in order to get accurate quotes for their services and to prevent issues the day of your event. If a vendor is not willing or able to take care of a task that is included in this list please find someone who will. You want to be sure that all vendor services are completed in a safe, good, and workmanlike manner by fully trained, skilled, competent, and experienced personnel using at all times adequate equipment in good working order. This is not a complete list of planning questions, but it is a good start. Consider printing these pages out so you have them on hand during your vendor meetings. If you have any questions along the way please don't hesitate to ask.

## THINGS ALL VENDORS SHOULD KNOW

- Site visits by vendors must be scheduled in advance and completed during client planning meetings. You or your planner must be present. The Venue is private property and therefore, no drop-ins will be permitted. Additional site visits or additional time per visit prior to the event can be arranged at the rate of \$50 per hour.
- Vendors entering the facility are independent contractors. The Venue does not employ or insure these independent contractors. All parties supplying service or materials to the facility must have insurance that includes coverage for the date of the event, including but not limited to liability insurance.
- Consider the timing of vendor arrivals in relation to when and where guests will be on the property. For example, if your ceremony is in the backyard at 5:30pm you will want all vendors offloaded and out of sight before guests start arriving at 5:00pm so as not to interfere with your event.
- Loading and unloading of vehicles on the driveway and in the barn lot must be completed as quickly as possible then vehicles should be parked in the parking lot. This helps to prevent traffic flow problems.
- All event prep and clean up must fall within the rental time period. We recommend approximately two hours for cleanup. All persons involved with an event, including vendors, and their property are required to clear the estate by the contracted departure time to avoid overtime charges.

# Event Planner | Coordinator

## YOUR EVENT COORDINATOR SHOULD KNOW

- At least one member of the Warrenwood staff will be present on-site during your entire event to execute facility related tasks and to address facility-related issues.
- The event coordinator will be the first point of contact for any event issues that come to the attention of the Warrenwood staff.
- If the event coordinator is responsible for determining the event layout, they can request access to an online program called Aisle Planner that will allow them to place tables and chairs on a to-scale floor plan.
- Warrenwood requires proof of event insurance, proof of bartender certification, a description of setup requirements, a detailed event timeline, and a complete list of vendors with contact information in advance.
- All trash must be placed in trash cans by the end of the night. Food-related trash should be taken to the dumpster by the caterer. Bar-related trash should be taken to the dumpster by the bartender. Warrenwood Manor staff is responsible for the removal of non-food related trash.
- Please notify Warrenwood of any material changes to the event affecting the venue's obligations including changes to the event time, setup, or guest count, at least 10 days before implementation of those changes is required.
- Warrenwood handles the setup of all Warrenwood-owned tables and chairs. If you choose to rent additional items from a rental company, Warrenwood is not responsible for the setup of these items.

## THINGS TO DISCUSS WITH YOUR COORDINATOR

- Talk to your event coordinator about the overall vibe, event priorities, and event style so they are able to make decisions on your behalf the day of your event.
- Make sure your event coordinator has a full list of your vendors with their contact information as well as logistical information like the agreement with and expectations you have for each.
- We suggest creating two timelines for your wedding day; one for the wedding party and one with all the vendor and event logistics. The photography schedule should be included in both.
- Are there any vendors that the event coordinator will need to pay the day of the event?
- List every individual involved in your wedding and their role in your wedding day. It will help your event coordinator plan and organize people throughout the event.
- Who should your event coordinator go to on your wedding day with questions or concerns?
- Inform your coordinator of any relationship issues among your guests that impact their job (ex. my parents are divorced, my brothers don't get along, etc.).

# Event Planner | Coordinator

## THINGS TO DISCUSS WITH YOUR COORDINATOR (CONTINUED)

- List any specific tasks you want your event coordinator to handle.
- Work together to determine the event setup with consideration given to crowd flow, family politics and the potential for inclement weather.
- List all the items you are bringing on the Warrenwood property so that the event coordinator can help you estimate how much time you will need for setup and cleanup. Discuss a plan for setup and cleanup. Who will be doing what when?

# Catering

## YOUR CATERER SHOULD KNOW

### ALL EVENTS:

- Warrenwood does not provide ice, but we have 1 standard-size fridge/freezer in the house & 2 standard-size fridges/freezers in the barn.
- The Warrenwood kitchens are not commercial grade and therefore we cannot permit onsite cooking.
- If the caterer needs access to electrical outlets, please notify the Warrenwood Manor staff in advance so that we can safely address their needs before the event.
- The food/drink table setup cannot block exits and cannot be changed unless by the Warrenwood staff.
- All trash must be placed in the dumpster by the end of the night. Warrenwood Manor staff is NOT responsible for any food cleanup or catering trash removal.
- Styrofoam, cardboard, and paper dinnerware are NOT permitted. Plastic dinnerware and flatware is permitted with prior consent from the Venue staff.
- If items are borrowed from Warrenwood, they must be washed and returned.

### EVENTS HELD IN THE HOUSE:

- All catering items must be able to be carried up steps to the kitchen.
- No dollies, carts or coolers are permitted in the house.
- Caterers may drop off their materials either at the front door or back kitchen door, but vehicles must be moved to the parking lot as soon as possible.

### EVENTS IN THE BARN:

- The barn has a staging area with limited appliances (two standard-size fridges/freezers & 1 microwave). Caterers may use the kitchen in the house if necessary.

## THINGS TO DISCUSS WITH YOUR CATERER

- Discuss your budget.
- Discuss the general layout of your event. Where is cocktail hour? Where is the reception?
- How many guests do you plan to have?
- How many meals should the caterer plan to serve to your vendors?
- Will there be hors d'oeuvres, a meal, dessert or any combination of the three?
- What food and drinks will be served (when, where and how)?
- What time will the caterer arrive?
- What time will they begin serving each portion of the meal?
- Will the meal be served as a buffet, food stations or a served plated meal?

# Catering

## THINGS TO DISCUSS WITH YOUR CATERER (CONTINUED)

- What tables are required for food and drink service? Where do the tables need to be?
- Some caterers can provide table linens and dinnerware. Here are some questions to ask:
  - Who will be providing the linens for the catering and guest tables?
  - What color, size, and count of linens will be needed?
  - What additional linens will be needed for accent tables like the guestbook table for example?
  - When will the table linens be placed?
- What will the food be served on? Who will be providing the serving dishes?
- Do you want disposable or reusable plates, napkins, cups & utensils? Who will be providing these? What will they look like? How many of each item is needed?
- If renting dishes, where will they be placed and who will be doing the setup? Who is washing the dishes?
- Who will be clearing tables? When would you like this done?
- Who is cutting and serving the cake?
- Who is providing plates, forks, and napkins for the cake?
- Do you need/want to cater to any special dietary restrictions (vegetarian, shellfish, gluten, etc.)
- What would you like done with leftover food, cake, and drinks?
- What time will the caterer leave?
- How many people will the caterer have onsite?
- If the caterer is leaving before the end of the event, will they leave any drinks? If not, think about who will provide non-alcoholic drinks when the caterer leaves?
- Get an itemized quote that includes everything you have requested BEFORE signing a contract.
- Some caterers can provide a bartender and alcohol for your event. If you want your caterer to handle this please review the BARTENDER section of this document with them as well.



# Bartender

## YOUR BARTENDER SHOULD KNOW

- All alcohol must be served by a licensed bartender. No self-service or cash bars.
- Shots, moonshine, and drinking games are strictly prohibited.
- Alcohol service must cease 30 minutes prior to the conclusion of the event.
- Bartenders have the right to stop service to individuals or the entire event should guests be overly intoxicated and/or causing a disruption. The Venue also reserves the right to instruct bartenders to stop serving. If a guest is cut off, a Refusal of Services Form, provided by Warrenwood, must be completed.
- Warrenwood requests that all alcohol be supervised and secured throughout the event. Please do not leave any alcohol unattended.
- Warrenwood does not provide ice, but we have 1 standard-size fridge/freezer in the house & 2 standard-size fridges/freezers in the barn.
- Coolers are only permitted in the house if they are kept in the designated staging areas
- The food/drink table setup cannot block exits and cannot be changed unless by the Warrenwood staff.
- All trash must be placed in the dumpster by the end of the night. Warrenwood Manor staff is NOT responsible for any food and bar-related cleanup or trash removal.

## THINGS TO DISCUSS WITH YOUR BARTENDER

- What type of alcohol will be served?
- Will there be any signature drinks?
- Who is providing the alcohol and mixers?
- Where will the bar be located?
- Will there be more than one bar location?
- Will items need to be moved from cocktail hour to reception?
- What tables and linens are needed for the bar? Who is providing these items?
- What will drinks be served in and who is providing them? Disposable cups or rented glassware?
- Will non-alcoholic drink service be done at the bar too?
- Who is providing the ice? What will the ice be stored in?
- How will drinks be chilled and who is responsible for doing so?
- How many guests are of drinking age? How many bartenders will be needed to serve this number?
- What time will the bartender arrive? What are they responsible for in the setup process?
- What time does the bar open?
- What time is last call? (It needs to be at least 30 minutes prior to the end of the event.)
- What is involved in clean-up? How do you expect things to be left?



# DJ / Band

## YOUR DJ / BAND SHOULD KNOW

- We ask that you respect Warrenwood's neighbors by making sure that is not audible beyond the Venue grounds and kept at a reasonable level.
- Music must be turned off by 11:00 PM.
- Electrical outlets should be sufficient, but please notify Warrenwood if you need something specific.

## THINGS TO DISCUSS WITH YOUR DJ / BAND

- Do you need a sound setup in multiple locations? Ceremony & reception, inside and outside the house?
- Does the DJ have lapel mics for the ceremony? They are highly recommended.
- Will the DJ need to move equipment during the event? If so, how will this be done?
- What are the setup requirements? How much space will they need? What table(s), chairs & linen(s) are needed for their setup?
- What does the setup look like for the DJ? Does he/she have lights?
- What is the timeline of the event as it pertains to the DJ?
- What is the vibe you want for your event? Calm or high-energy party?
- Do you have a playlist to share with the DJ or can he/she just create a list based on your general preferences?
- Who is responsible for cueing the DJ for specific events during the ceremony and reception?
- What songs would you like for all the special events during your big day (ex. First dance, walking down the aisle, etc.)
- Will the DJ be introducing the wedding party? If so, make sure they have a list of their names and can pronounce them correctly.
- Will the DJ be releasing tables one-by-one to go through the buffet?

# Photographer & Videographer

## YOUR PHOTOGRAPHER & VIDEOGRAPHER SHOULD KNOW

- Please do not hang things (ex. wedding dress) on the chandeliers.
- Let a member of the Warrenwood staff know if you need a step stool for your work. Please do not stand on the furniture.
- Please do not move the furniture without the assistance of the Warrenwood staff.
- Warrenwood allows the use of drones but asks that operators are respectful of our neighbors and avoid livestock areas.
- Due to safety concerns, Warrenwood does not allow photographers, couples, or guests on the second-floor front porch.
- Warrenwood is a working cattle farm. Vendors and guests are NOT permitted in fields with cattle. If a gate is closed, please do NOT open it or climb it.

## THINGS TO DISCUSS WITH YOUR PHOTOGRAPHER & VIDEOGRAPHER

- After discussing the timing of events, determine the photography schedule for the day.
- Discuss your overall photography preferences. Do you want more candid images or staged portraits? Do you want a lot of detail shots?
- Are you doing a first look?
- Inform your photographer of any relationships that impact the photos you would like taken (ex. my parents are divorced, my brothers don't get along, etc.).
- If the bride does not wish to be seen before the ceremony, make sure that you consider when and where your guests will arriving. We suggest that the bride be in the bridal suite for the 30-45 minutes prior to the ceremony to avoid "sightings".
- Are there specific places on the property you would like photos taken?
- Are there any particular photos you want to be taken?
- Share a list of the family photos that will need to be taken with the name of each person needed for each photo.
- Discuss the rain plan so your photographer can be prepared.
- What will I receive after the wedding? Approximately how many photos? How will they be delivered (CD, Jump Drive, Website, etc.)?
- What are my printing rights?
- When should you expect to receive your photos after your wedding?

# Floral & Event Designers

## YOUR FLORAL & EVENT DESIGNERS SHOULD KNOW

- Florists may use staging areas to complete their work, but we ask that all water and trimmings be cleaned up before they leave.
- To prevent damages, suggest that your florist ask a member of the Warrenwood staff to move any tables, chairs, furniture, artwork, lamps, etc. that need to be moved.
- Please don't cut from the landscaping at Warrenwood.
- Please do not use any containers that leak. Report any damages or spills immediately to staff so that arrangements can be made for quick and unobtrusive cleanup and restitution.
- DO NOT use nails, screws, staples, or tape on furniture, walls, doors, floors, trim or ceilings.
- DO NOT use glitter, confetti, fake flower petals, birdseed, potpourri, or any substance of that nature.
- Live rose petals may be used and must be cleaned up entirely at the end of the event.
- Candles are allowed in glass containers where the flame does not exceed the top.
- Please do NOT drive or park on the grass, on the back patio, or in the barn.

## THINGS TO DISCUSS WITH YOUR FLORAL & EVENT DESIGNERS

- Who is providing the containers for the floral arrangements, the bride or the florist? Are they being purchased or rented?
- Be sure to determine the number, style and color palette for bouquets, boutonnieres, corsages and centerpieces? It can be really helpful to share inspiration photos.
- Let your florist know if there are specific flowers you really like or dislike.
- Let your florist know if you want locally grown flowers or internationally available blooms.
- Is there anything special you want added to your bouquet (ex. Long ribbon, family heirloom, etc.)?
- Be sure to discuss the count and size of all tables so that floral arrangements are sized appropriately? Also, note what else will be on the tables with the arrangement.
- If you are wanting any sort of garland, how long does it need to be?
- Will there be arrangements for the ceremony (ex. Backdrop, alter or aisle arrangements)?
- If there a flower girl(s)? If so, what flowers will the flower girl have?
- Are you wanting any wearable flowers (ex. flower crowns)?
- Do you need extra flowers for your hair or to decorate the cake?
- Do you want any flowers for the cake table, guestbook table, food tables, place card table, etc.?
- What time would you like the flowers delivered? Be sure you receive your flowers before you start photos.
- Is there an extra fee for delivery and/or setup?
- Where on the Warrenwood property do you want each item delivered?
- What will be done with the flowers and containers after your event?

# Rental Company

## YOUR RENTAL COMPANY SHOULD KNOW

- Please do NOT drive or park on the grass, on the back patio or in the barn.
- Rental items designated for use in the house must be approved by Warrenwood as some items, such as barrels and tree stumps, are prohibited.
- Warrenwood has approximately (23) 5' Round Tables, (24) 6' Banquet Tables, (2) 8' Banquet Tables, (6) Cocktail Tables, (2) 4' Round Tables and Premium Chairs (Fruitwood Chiavari Chairs in house, Dark Wood Folding Chairs for ceremony & Oak X-Back Chairs in barn) available for your use during your Rehearsal Dinner, Ceremony, Cocktail Hour & Reception. The Warrenwood staff is responsible for setting up and cleaning these items.
- Please notify Warrenwood as soon as delivery and pickup times are determined.
- The Warrenwood staff is not responsible for the setup or cleanup of any rental or vendor-related items, including food and beverage-related rentals that must be rinsed clean before pick up.

## THINGS TO DISCUSS WITH YOUR RENTAL COMPANY

- Provide the exact linen count with sizes and colors.
  - The 5' round tables need 120" round linens
  - The 4' round tables need 108" round linens
  - The 8' banquet tables need 90" x 156" linens
  - The 6' banquet tables need 90" x 132" linens
  - The cocktail tables need 120" round linens or 132" round if you plan to cinch
- Don't forget linens for the sweetheart table, alter table, cake and food tables, guestbook table, etc.
- If you are renting a tent: For the back patio we suggest a 20' x 20' tent with tent walls for at least 2 sides, pole covers and either barrel or concrete anchors (no stakes).
  - Lighting in the tent is recommended.
- Tell them exactly where you want it assembled.
- If you are renting dinnerware and flatware, don't forget glasses for the bar, champagne flutes for the toasts, forks and plates for cake and plates for appetizers in addition to the normal dinnerware. Add a few extras of everything to your order to have just in case.
- If you are renting chairs (in addition to what Warrenwood offers), who is responsible for setting up the chairs?
- Do you need to rent any tables beyond what Warrenwood provides?
- Are you wanting to rent anything for your ceremony backdrop (arch, etc.)?

# Rental Company

## THINGS TO DISCUSS WITH YOUR RENTAL COMPANY (CONTINUED)

- Do you need to rent anything for the caterer (serving dishes, cake stand, drink dispensers, etc.)?
- Do you need to rent anything for your centerpieces or event decor?
- Are you wanting any casual seating (couches, armchairs, benches, etc.)?
- What are you using for your bar? You can rent one or use banquet tables.
- Will the weather be chilly or hot for your event? If so, maybe check into some heaters or fans.
- Let your rental company know where on the Warrenwood property you would like each item delivered. The basic options are the house, the garage and the barn.

# Glam Team

## YOUR GLAM TEAM SHOULD KNOW

- Your glam team can drop off their materials at the front door of the house, but vehicles must be moved to the parking lot as soon as possible.
- The bridal suite is on the second floor of the house and there is not an elevator. Bags and equipment will need to be carried up the steps, not dragged.
- There are plenty of plugs, mirrors, and lights, but if your glam team requires something specific, they will need to provide it themselves.
- There are two director's height chairs if your glam team prefers their clients in a taller chair.
- We ask that all hot tools be placed on protected surfaces.
- Please report any damages or spills immediately to the Warrenwood staff so that arrangements can be made for quick and unobtrusive cleanup and restitution.

## THINGS TO DISCUSS WITH YOUR GLAM TEAM

- How much time should be allocated for each person in hair & makeup?
- Do I need to provide anything for you? Inspiration images, etc.
- Do you have a travel fee?
- What kind of products do you use?
- Will they be leaving stuff for touchups or staying to do touchups throughout the day?
- Can you do the hair & makeup of my bridesmaids and select family members? If so, what is the cost and how long does it take per person?
- How many stylists will be here the day of my wedding?

# Baker

## YOUR BAKER SHOULD KNOW

- The barn is not temperature controlled. If a cake is temperature sensitive, it will need to be delivered close to reception time or kept in the catering kitchen or house where it is temperature controlled.
- The Warrenwood staff will NOT move or cut a wedding cake.

## THINGS TO DISCUSS WITH YOUR BAKER

- Who is providing the cake stand? How will the stand be returned to your baker if need be?
- What time will they deliver the cake?
- Do they provide boxes for leftover cake?
- Do they make you an anniversary cake or will you be saving the top tier?
- What is their suggested serving size? You want to make sure you have enough.
- If you or one of your guests has food allergies be sure to discuss this with your baker.
- Will you be using a cake topper or decorating the cake with flowers? If so, do you want your baker to place these items?
- Where will the cake be placed? If possible you want your baker to place the cake where it will be served to avoid a risky move. Please note that Warrenwood will not take on the responsibility of moving the cake.
- Will the cake need to be moved at any point during the event?
- Will your cake be sensitive to outdoor temperatures? Oftentimes the cake will be displayed in a space that is not temperature controlled. If it is necessary for the cake to stay in the air conditioning until the last minute there is a catering kitchen that it can be stored in.
- If you're going with cupcakes or other desserts, how will these items be displayed? Who is replenishing the supply and cleaning up?



# Transportation

## YOUR TRANSPORTATION PROVIDER SHOULD KNOW

- Please do not drive or park in the grass anywhere on the Warrenwood property.
- Vehicles must not exceed 25 feet in length. Large buses, RV's and school buses are not allowed.
- Shuttles and/or stretch limos must use the parking lot and are NOT permitted to use the loop driveway under any circumstances. If you cannot make the turn without driving in the grass we kindly ask that you following the main driveway to the right of the house to the barn to turn around. Then you may pick up the couple at the side of the house.

## THINGS TO DISCUSS WITH YOUR TRANSPORTATION PROVIDER

- Are you providing transportation for you, your wedding party and/or your wedding guests?
- What size vehicle do you need?
- Where do you want to be picked up and dropped off?
- How will you contact the driver?
- Do you need a handicap accessible vehicle?

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connect with us on Instagram @[Warrenwood Manor](https://www.instagram.com/Warrenwood_Manor/)!

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