



## Wedding Information & Vendors

Bride: \_\_\_\_\_

Bride Contact Phone Number: \_\_\_\_\_

Bride Email: \_\_\_\_\_

Groom: \_\_\_\_\_

Groom Contact Phone Number: \_\_\_\_\_

Groom Email: \_\_\_\_\_

Total Number of Guests: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

## Rehearsal

Use of outdoor property spaces from 12 noon – 6pm (CLASSIC PACKAGE)

Special Requirements: \_\_\_\_\_

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# Ceremony

Officiant Name: \_\_\_\_\_

Officiant Phone: \_\_\_\_\_

Officiant Email: \_\_\_\_\_

Ceremony Time: \_\_\_\_\_

Ceremony iPod/live music/other?: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Photographers

Photographer(s): \_\_\_\_\_

Time of arrival: \_\_\_\_\_

Photographer(s) Phone: \_\_\_\_\_

Photographer(s) Email: \_\_\_\_\_

Will there be a separate videographer? \_\_\_\_\_

Videographer Phone Number: \_\_\_\_\_

Videographer Email: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

## Hair / Make-Up

Hair Stylist(s) Name: \_\_\_\_\_

Hair Stylist(s) Phone: \_\_\_\_\_

Hair Stylist(s) Email: \_\_\_\_\_

Make-Up Artist(s) Name: \_\_\_\_\_

Hair Stylist(s) Phone Number: \_\_\_\_\_

Hair Stylist(s) Email: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Catering

Catering Team Contact: \_\_\_\_\_

Catering Contact Phone: \_\_\_\_\_

Catering Contact Email: \_\_\_\_\_

Appetizers, Hor D'Oeuvres Time Served? \_\_\_\_\_

Dinner Time Served? \_\_\_\_\_

Late Night Menu Time Served? \_\_\_\_\_

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

# Reception

Reception Time: \_\_\_\_\_

Master of Ceremonies (MC) Name(s): \_\_\_\_\_

Dinner Time: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

Reception Music - Band/DJ/iPod/other? \_\_\_\_\_

# DJ/Band/Music Coordinator

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Shuttle Service

Pickup Time(s): \_\_\_\_\_

Number of Shuttles: \_\_\_\_\_

Type of Shuttle Vehicle: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

# Day of Coordinator

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Note: Erin Estate Owners and staff are not responsible for coordinating your event. We recommend arranging a day of coordinator to ensure the organization of your event.*

# Manor Rental

Will you be renting the Manor (house) for the weekend?            YES            NO

Names of Guests staying in the Manor (house):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

ONLY Manor (house) guests and members of the Bridal Party will be permitted to have access to the Manor (inside the house). All other guests are strictly prohibited!

# House Rules

**All guests must vacate premise by 12 midnight Music is to conclude at 11 pm**

**Master of Ceremonies (MC) is responsible for communicating the following house rules:**

1. Absolutely no drinking and driving
2. No one is to enter the house unless they have been registered with Erin Estate as a 'House Guest' and between designated times (House closes at 6pm sharp)
3. Alcohol is to remain inside the boundaries of the tent and designated outdoor area
4. Smoking is NOT permitted in the tent or the Manor (house) and is ONLY permitted in the designated smoking area
5. All cars left on the premise must be picked up next day by 12 noon (classic package)

Erin Estate Weddings reserves the right to remove any Guests that are not in accordance with the rules.

**ALL VENDORS (PAID OR VOLUNTEER) MUST SIGN AND SUBMIT A VENDOR AGREEMENT ONE WEEK PRIOR TO EVENT OR WILL NOT BE PERMITTED ON PROPERTY.**