

Rosewood Farms

PLANNER PACKET



PLANNER EXPECTATIONS

We understand that each planner has a unique planning style! However, these are some of the tasks that we expect all wedding planners do for our clients while at Rosewood Farms!

Before-Hand

- Attend the Final Walk Through at Rosewood
- Design floor plans and send to Rosewood Farms no later than 2 weeks before event
- Create and share a detailed timeline
- Work with the client to finalize all details
- Create and share a detailed vendor list including contact info and social media
- Attendance and coordination of rehearsal

Day-of

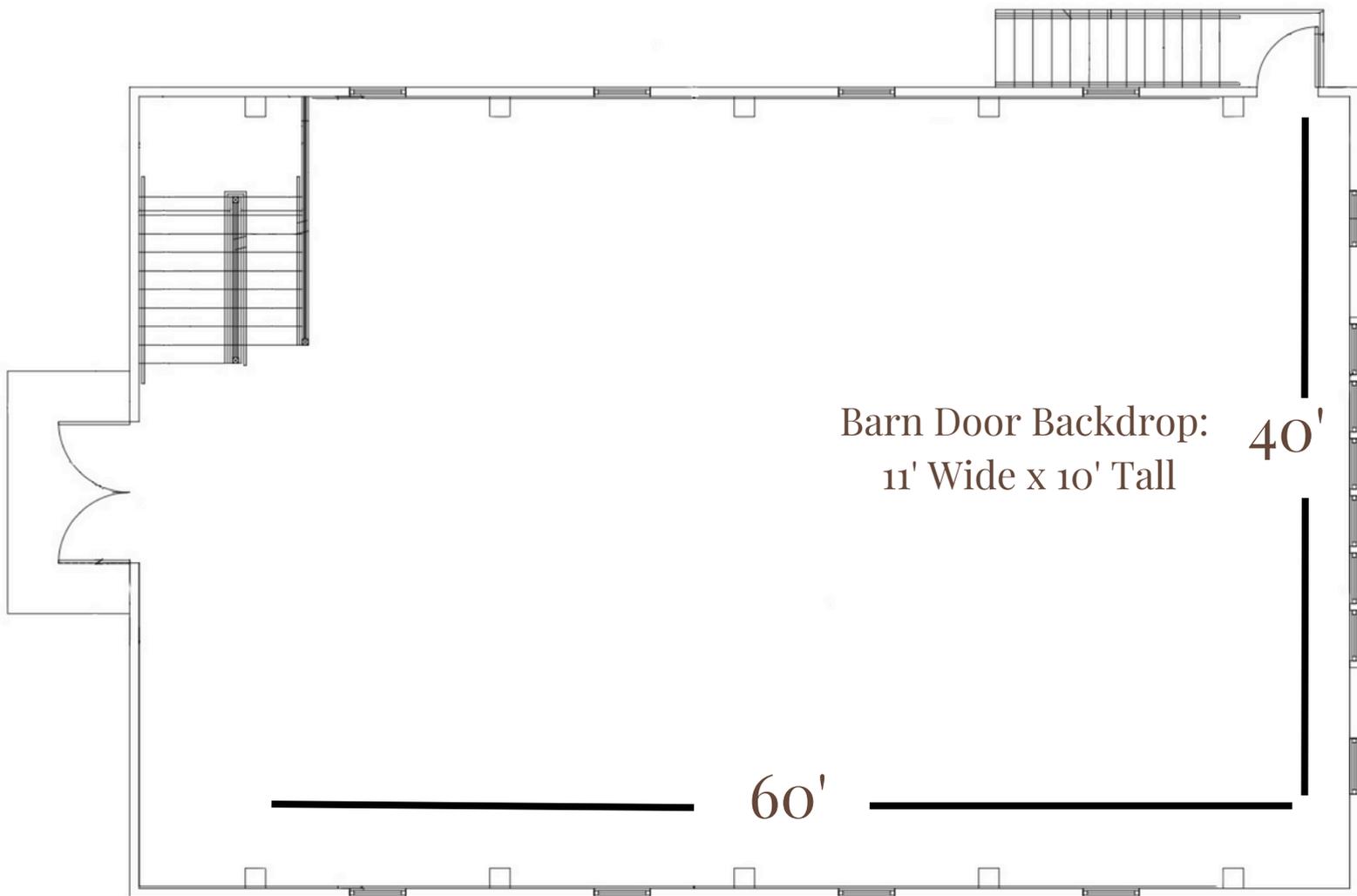
- Be onsite for the entire time that the couple has rented the venue
- Be the point of contact for the entire day
- Management and execution of the timeline
- Supervision of all vendor set-up
- Management of any event rentals
- Conduct decor set-up and clean-up
- Setup of personal items (favors, programs, signage, escort cards, etc.)
- Management of gifts
- Tidying up the Suite and The Lounge after preparations (please bag all trash)
- Direction of wedding party and family during the ceremony and reception
- Clean up flower petals directly after the ceremony and sparklers after the send-off
- Ensuring personal items, decor, and gifts are taken home by assigned guests
- conduct breakdown and cleanup at the end of the night (typically 10-11pm)
- Check out with the venue manager onsite

FLOOR PLANS

To assist you in the creation of the layout, we have included empty floor-plans and measurements for the buildings.

Rustic Barn

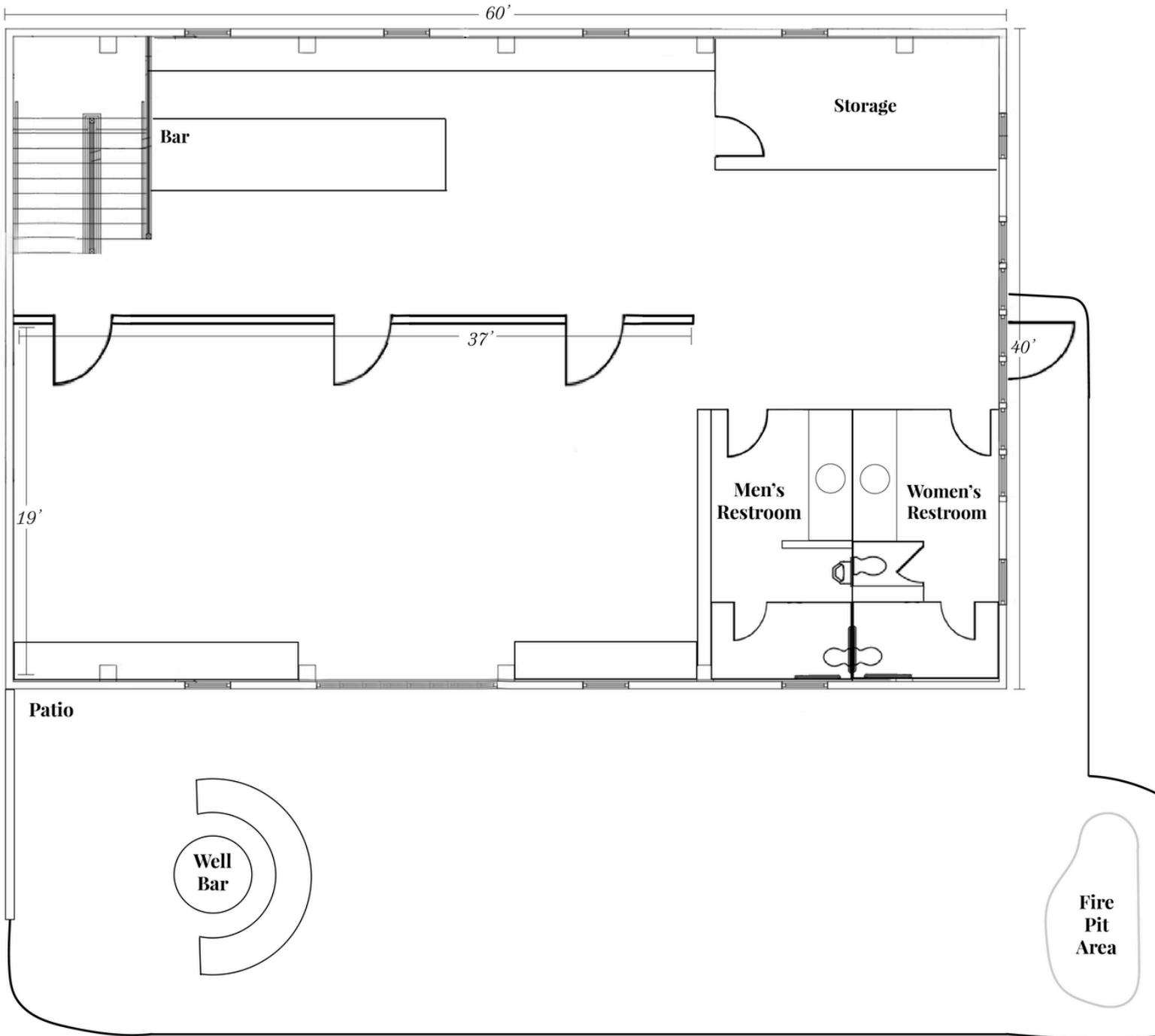
Upper Level



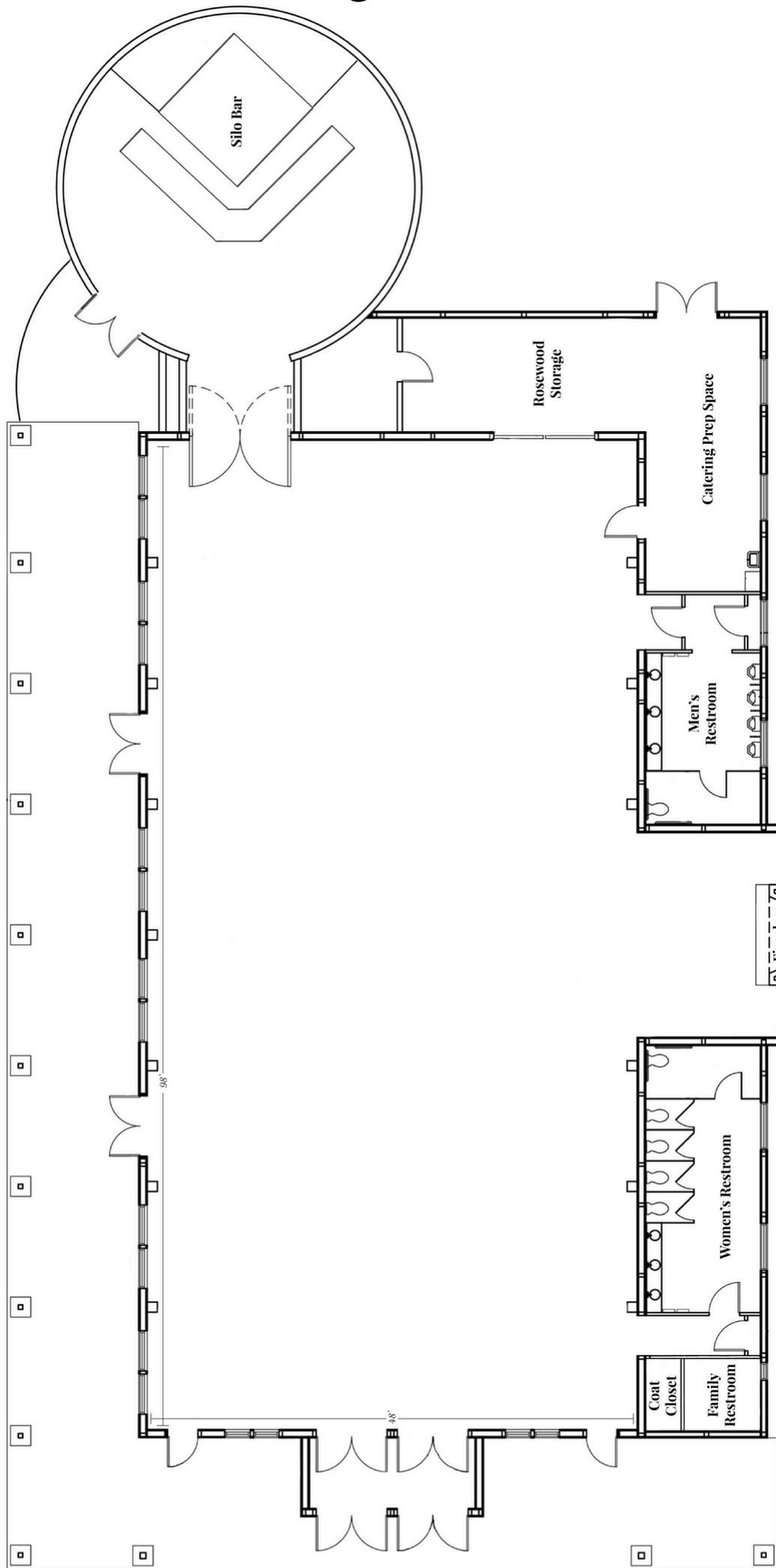
Please note that there are permanent black hooks on the barn doors for the florist to utilize hanging backdrop

Rustic Barn

Lower Level



Rose Barn



Doorways:
7' Wide x 8' Tall

Beams:
19' Tall

Fireplace mantel:
92" Long x 9" Wide

Please note: When securing to the walls, only 3M strips are allowed. They must be removed at the end of the night.

INVENTORY

<u>Included</u>	<u>Item</u>	<u>Description</u>
32	60" Rounds	Guests Tables
2	48" Rounds	Cake or Sweetheart Table
4	72" Rounds	Large Guest Tables
10	30" High Tops	Cocktail Hour
15	6' Rectangles	Gifts, DJ, Favors, Buffet, etc.
4	8' Rectangles	Larger Dessert Display, Carving Station, etc.
270	Wood Padded Chairs	Reception Chairs
270	White Resin Chairs	Ceremony Chairs

Enhancements

Don't stop at the venue rental...These special touches will be sure to enhance your wedding day! Let us know what you would like and we will update your invoice. All enhancements must be fully paid for at the Final Walk Through.

Extra Prep Time



Wishing for more hours on the property? Savor your time at Rosewood Farms by arriving as early as 8am.

\$300 per hour

Yard Games



Provide fun activities for your guests to take advantage of throughout cocktail hour! A variety of yard games are available to choose from.

\$150

Visual Package



Enjoy a slideshow of your fondest memories or shine a monogram on the wall during your reception. Custom designed monogram included.

\$250

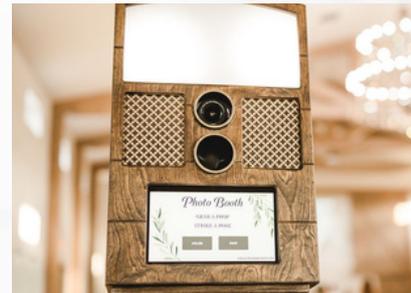
Barrels



Use these whiskey barrels as a cake table, on the end of your aisles, or add a rustic touch anywhere on the property!

\$75 per barrel

Photo Booth



The Photo Booth package includes a customized photo strip, attendant, guestbook, props, and a digital copy of all of the photos from the event. To be available for use during the entire duration of your reception.

\$850

Patio Heaters



Warm up your outdoor spaces with patio heaters to create an inviting and cozy atmosphere.

\$75 per heater

Enhancing Your Rosewood Experience

Arch



The geometric arch can be placed behind your ceremony, whether indoor or outdoor! Ask your florist to add florals, greenery, or drapery for an extra pop!

\$200

Extra Rental Time



Get extra dancing and partying time with your guests by purchasing this hour from 10-11pm.

\$800

Wood Cross



Wood from the original barn has been refinished into a cross that can be elevated behind you during your ceremony.

\$200

Clean Up Time



Adding extra time for your vendors to clean up is suggested if you have a large amount of rentals and decor to allow for a smooth clean up process.

\$250 per hour

Tap Truck Bar Enhancement



Our tap truck can be added onto any beverage package and offers several tap options! You can add wine, beer, sparkling wine and signature drinks.

All packages include a keg of domestic beer and house wine but can be customized to fit your event!

Cocktail hour only: \$1,000
Reception only: \$1,800

LOGISTICS



Final Walk Through

- The caterer, wedding planner, couple and Rosewood Farms Venue Manager are required to attend
- After the Final Walk Through, you will be responsible for creating floor plans and sending the finalized version to Rosewood no later than 2 weeks before the event date

Rehearsals

- Rosewood Farms offers scheduling of rehearsal dates no earlier than 3 months before the wedding
- Dates are based on availability and will be limited to one hour on-site Monday through Friday. Typically the last time slot for a rehearsal is 4pm. We ask that you (as the planner) run the rehearsal

Day-of Policies

- All items for the wedding must be brought on-site the same day of the event and removed that same night. Nothing can be left overnight.
- One hour is allotted at the end of the night for cleanup.
- The Suite and Lounge will be locked during cocktail hour and reception for safe keeping of personal belongings. Access can be given throughout the evening.
- All vendor vehicles are to be unloaded at designated loading zones and immediately moved to the back of the parking lot

THANK YOU!

Thank you for being an exclusive wedding planner at Rosewood Farms! We appreciate all you do for our couples!

Be sure to stay connected to us.

Instagram: [@rosewood_farms](#)

Facebook: [@rosewoodfarmsevents](#)

