



Decoration Set-up and Clean-Up

Decoration Setup is **\$500** and includes the following:

1. Setting up centerpieces on up to 20 reception tables.
2. Setting up decorations for sweetheart table or head table.
3. Setting up decorations on up to four banquet tables.
4. Setting up a seating chart, other signage, and yard games on the patio.
5. Setting up decorations on the bar and restroom counters.
6. Setting up decorations and/or flowers on up to 24 ceremony chairs (aisle seats).

Decoration Cleanup is **\$250** and includes the following:

1. Picking up client-supplied decorations from the barn, patio and ceremony area.
2. Carefully placing small decorations into client-supplied plastic containers with lids.
3. Collecting any large decorations, including yard games, signs, backdrops, etc.

Important Details:

1. This must be selected 2+ weeks in advance and paid in full prior to the wedding.
2. If decoration set-up is selected, the client must also select decoration clean-up.
3. The client is responsible for the following:
 1. Providing all decorations, including easels for large signs and displays.
 2. Providing pictures of how all the tables and decorations should be set up.
 3. Fully assembled pieces (please no DIY projects for our staff).
 4. Providing plastic containers with lids (bring extra!).
 5. Removing all trash and personal items from the suites after the wedding.
 6. Disassembling any large arbors, backdrops, etc. at the end of the wedding.
 7. Taking any gifts and/or cards with them at the end of the wedding.
 8. Picking up all decorations between 8:30 AM and 10:30 AM the following day.
4. Our staff will begin picking up outside items 30 minutes before the wedding ends.
5. Our staff will use care with all decorations but is not responsible for any damages or for any decorations which are unaccounted for after the wedding.
6. Fridge space overnight is not guaranteed. Food items must be taken home that night, unless arranged with your coordinator. Any forgotten food items will be thrown out the following afternoon to allow space for the next event.
7. Our staff will store decorations carefully, but not necessarily in original packaging.
8. Our staff will store all barn and patio decorations in the main entrance coat closet.
9. Our staff will place all large decorations from the ceremony area on the sidewalk.