

# PLANNING CHECKLIST

*for The Barton House of Redlands*

keep track of when items are due to your venue

- |                                     |                                      |  |
|-------------------------------------|--------------------------------------|--|
| <input checked="" type="checkbox"/> | Booked The Barton House!             | Access your contract anytime on Honeybook                        |
| <input type="checkbox"/>            | Scheduled a planning visit           | Schedule via Barton House website or call the venue              |
| <input type="checkbox"/>            | Scheduled a second planning visit    | Schedule via Barton House website or call the venue              |
| <input type="checkbox"/>            | Final payment to venue               | Due 120 days prior to wedding (or call the venue to pay earlier) |
| <input type="checkbox"/>            | Wedding/Event insurance              | Due 30 days prior to wedding (see the link in your contract)     |
| <input type="checkbox"/>            | Caterer insurance                    | Due 30 days prior to wedding (email it to us)                    |
| <input type="checkbox"/>            | Bartender insurance & cert.          | Due 30 days prior to wedding (email them both to us)             |
| <input type="checkbox"/>            | Complete final details questionnaire | Due 30 days prior to wedding (venue will email it to you)        |
| <input type="checkbox"/>            | Completed venue layout               | Due 30 days prior to wedding (use the venue map, email it to us) |
| <input type="checkbox"/>            | Confirmed rehearsal day & time       | Confirmed 30 days prior to wedding (tentatively on Thursdays)    |
| <input type="checkbox"/>            | Final timeline to venue              | Confirmed 30 days prior to wedding on the questionnaire          |
| <input type="checkbox"/>            | Guest count to venue                 | Confirmed at rehearsal   |
| <input checked="" type="checkbox"/> | Had the best day ever!               | ♥♥   |

We are here to help. Contact the venue:

text or call 909-796-7600

email [events@thebartonhouseofredlands.com](mailto:events@thebartonhouseofredlands.com)

DM @thebartonhouseofredlands

*\*not all elements may apply for your unique event*