

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 | Due 30 days prior to wedding (email it 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"/> | Ordered tables & chairs | Contact the venue & we'll send your the order form |
| <input type="checkbox"/> | Confirmed rehearsal day & time | Confirmed 30 days prior to wedding (tentatively on Thursdays) |
| <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

DM @thebartonhouseofredlands

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