

INCOMPLETE

Let's plan your incredible day @ MHOF!

This is your holy grail to planning your wedding at MHOF. Get to know this hunk of information inside and out and take your time completing all of the forms. We will be going over the outline of this planner at our Initial meeting and all of your answers at our final meeting.

All fields will need to be completed at least 10 days before your wedding (hopefully much sooner!). After that deadline, there is an administrative fee to work outside of our normal schedule as outlined in our contract. This includes all final changes to any decor and timeline details as well as the table layout.

Coordination Contacts

Day of Contact // Kristen
951-427-7325 - text or call

Event Manager // Jen Jones
407-925-6708 • hello@gorgeweddingconciierge.co

The Couple + Guest Info

Spouse #1: Full Name + Phone number

Spouse #2: Full Name + Phone number

Guest Count

How many kids are included in the count?

Day of Vendor Information

Arrival. Vendors can arrive for deliveries and set up between 1-3pm. (No earlier than 1pm!! Dessert often comes during the cocktail hour around 5pm.)

Rentals. Unless you are using our local rental company RiverHood Rentals, all rentals need to be dropped off and picked up the day of the wedding.

Rented Furniture. Limited furniture and decorative set up is allowed at the Farm, so please contact me with your ideas before you book any rental items.

Provided Furniture. Full shade and armless chairs are provided for musicians in the ceremony, cocktail and reception areas.

Electricity. Electricity is available in all areas of the farm for things like musicians, photo buses, ice cream trucks, etc.

Venue address to pass along to your vendors:

Mt Hood Organic Farms: 7130 Smullin Rd. Mt. Hood, OR 97041

Navigation Tip. GPS can get confused on the farm road so let them know the road dead ends into the farm. The best place to check in once they arrive on-site is at the Apple House which is all the way down the main driveway around the main parking area barricades.

VENDORS

Bus/Transportation // 3p pick-up in Hood River, 3:30p arrival

Photographer // 1:30-8:30pm in the prime photo taking time

Music: Ceremony// PA needed for the vocals at the ceremony - Farm has no sound equipment

Music: Reception// We have several power circuits for bands and will supply a table for the DJ.

Flowers// Keep things low and sturdy for the breeze

Dessert// Need to be set by the baker. An added assistant may be required to help with set up if not.

Officiant// Check with your Dj or band about a wireless or standing mic for your vows and the officiant.

Videographer// They usually come on the same timeline as the Photographer.

Photo Booth// Prime photo booth hours are after dinner/toasting around 7:30p-10pm.

Trailer Toilet// The Cottage Can fee is included in the venue fee. If using a different company, please include here.

Hair & Make-Up// This is usually done in town or at your hotel/rental home before you head to

the farm.

Outside Rentals// *All rentals need to be cleared with me before the final order is confirmed.

Wedding Planner// Inquire about who we partner with to save some of the overlap.

Other

Rehearsal @ MHOFF — The Friday before your wedding

? Saturday weddings practice from 3-4pm

? Sunday weddings practice at 1:30-2:30pm

Kristen will lead your 1 hour long rehearsal, where you and your wedding party will practice the walking order and ceremony logistics.

It's strongly suggested that everyone walking in the ceremony is there. Kristen will be going over all the farm logistics including the cottage rules and getting everyone acquainted with the grounds. . . this takes a load of questions and stress off your big day!

You are welcome to drop off all wedding day decor, wine and non perishable specialty cocktail items.

Perishable items such as kegs of beer, flowers, desserts, etc. need to come on the wedding day.

Day of Details & Timeline

This is the general outline of the wedding day that you can share with vendors in preparation for planning. Things can be taken away and added to this outline, but we will be discussing these things at our Initial Planning Meeting and then finalizing things at our Final Details Meeting.

There is not much flexibility in the general flow so the catering staff and chefs can properly prepare for the different courses throughout the day.

Mt Hood Organic Farms Day of Wedding Timeline:

1:00 Vendors arrive: Coordinator, Photographer, Florist, Videographer, Trailer Toilet, Catering & Bartending

1:00 Bride + Bridesmaids/ Groom + Groomsman arrive

1:15 Kegs arrive- delivered to the Apple House Bar

2:00 Dj or Band PA arrives - Set up in Ceremony area 1st

2:15 First Look Photos

2:45 Ceremony Musician(s) arrive

3:00 Formal Family Photos

3:30 Guests arrive- (all photos done)

4:00 Ceremony begins

4:30 Ceremony ends

4:35 Cocktail Hour begins

4:45 Reception Band arrives -If using a Dj they will transition equipment to the Apple House.

5:00 Cake Delivery

5:45 End Cocktail Hour- Reception music begins

6:00 View Point Group Photo

6:15 Couple Introduced into Dinner

6:20 Welcome Toast

6:25 Salad Course/ Entree Course Served

7:00 Sunset Photos (Sept- Oct Weddings. This is adjusted week by week)

7:20 Toasts (3-4)

7:45 Cake Cutting

7:50 1st Dance(s)

8:00 Dancing

8:00 Sunset Photos (May-Aug Weddings. This is adjusted week by week)

8:45 Bouquet/ Garter Toss

10:00 Guests Depart

Welcome Table (3:30-4pm)

Gifts & cards are collected here. A card box, welcome sign, guest book/pens are the most common items.

If you have a larger format thing to sign or more of a set up type display or activity, this is better done at the Apple House Welcome Table (see further down the page). All items from this table end up at the Apple House Welcome Table, to be collected at the end of the evening.

Briefly Describe your welcome table decor

Ceremony (4-4:30pm)

Describe any flowers or decor in this area. All florals need to be set by a florist. Any moving of flowers requires an added assistant for the day of. No petals are allowed. Lavender and green herbs are an alternative for flower children.

*No rugs or heavy objects are allowed on the grass, especially metal objects.

Briefly describe any decor or special ceremony details

Are you using an arbor?

- No
- Yes - Farm Provided
- Yes - Rented/Needs venue approval

Do you need a side table?

- No
- Yes - Farm Provided
- Yes - Florist provided/Rented

Do you have a reading or song during the ceremony that you need an additional microphone for?

- No
- Yes (Let your band/Dj know to provide one)

Typical Ceremony Walking Order Example:

- Officiant – Enters from the Side
- Groom or Partner #1 (with Parent(s) or Escort(s))
- Wedding Party Paired – (MOH + BM - first or last?)
- Flower Girl/ Ring Bearer
- Bride or Partner #2 (with Parent(s) or Escort(s))

Please list all people walking and in their proper order starting with the officiant and indicate who the Maid of Honor/ Best Man or those standing closest to you with an asterisk (*).

If some of the wedding party will be coming in from the side in a group and just some down the aisle, list them in single order and we will discuss further at our Final Meeting.

Officiant

Walking from....

- The Side
- Down the Isle

Name

Walking with

Name

Walking with

Name

Walking with

Name

Walking with

Name

Walking with

Name

Walking with

Name

Walking with

Name

Walking with

Name

Walking with

Name

Walking with

Cocktail Hour (4:30-5:45pm)

We serve your specialty cocktail(s), 1 kegged beer choice, 2-3 wines, lemonade, iced tea, water and your appetizers.

Note on bottles: Over 2 cases of bottles or cans incur an additional recycling fee, so we recommend getting kegs.

Signing your Marriage License, Family Photos and mingling happen during this time!

Specialty Cocktail Choices

Any bar signage or other decor (none really needed:)

View Point Photo (5:45-6pm)

Guests will be invited down to dinner at the Apple House and stop for the big group shot at the mountain. We have a ladder set up for the Photographer in that area.

- Yes
- No

Apple House Welcome Table // Seating Chart // Table Tops

The Apple House Welcome Table. Located at the entrance of the Apple House building as guests are entering for dinner. Everything from the parking area welcome table will end up at this table. If you have family or engagement type photos, they can be placed here. We recommend no more than 5-6 total. This table also displays the favors if having and the seating chart.

The Seating Chart. To be on display at the Apple House welcome table by the front entrance. This will let guests know what table they are seated at. It works well to have a matted poster/ sign on top of the table or table sheets printed to be hung on the clothesline above the welcome table. Easels are not needed in this area.

*We recommend doing table assignments and do not recommend doing individual seating assignments. If you do decide to do individual tagged favors or names at each place setting make sure they won't blow in a breeze- no paper tent-type escort cards. Individually placed items require additional set up time and often will prompt an added assistant.

Table Tops. All linens and table settings including the wine + beer glasses for the bar, are provided by the caterer and are included in the catering quote.

*Cocktail and Champagne glasses will be additional and included in the order once you confirm you are serving those items. Any specialty glasses or table top items ideally are ordered through our local rental company RiverHood Rentals. The centerpieces need to be around 8-10" to accommodate the several family style platters that will be brought to the table.

*All candles need to be in a low votive or hurricane lantern. NO TAPERED CANDLES OR TALL CANDLE HOLDERS

Describe any additional decor that will be joining the welcome table items from the parking area

What will you be doing for the seating chart to let guests know their table?

- Sheets printed for the clothesline
- Printed Poster
- Other

If you selected other, please describe.

Favors will be...

- On Display
- At Each Place Setting
- Individually labeled as Seating Chart on Display
- Individually labeled at each place setting for assignment seats
- We're not doing favors

Favors can be on display at the Apple House welcome table or at each place setting.

Describe all the table top items you are adding to the caterer's standard set up. Include any specialty linens, runners, napkins, specialty glassware, rented candles, flowers...

Dinner in The Apple House (6-7:15pm)

Guests will be invited into the Apple House or Courtyard area for dinner at 6pm. Wine service starts at the tables as guests are seated. Dinner is family style starting with a salad course then an entree course of around 4 platters; Our in house catering team will go over your choices with you in detail!

Couple's Introduction into Dinner - 6:15pm // Once guests are seated for dinner, you can be introduced walking in as a married couple.

- Yes
- No
- Whole Wedding Party

Welcome Toast / Blessing or Prayer before Dinner 6:20pm // If the two of you are wanting to toast or address everyone this is a great time to do it. If you are not being introduced we will move this timing up in the timeline.

- Yes
- No
- Welcome Toast AND Prayer

Toasts // Champagne // Dessert (7:20pm)

Toasting starts at the very end of dinner, before everyone starts to get up and move around. We will be prompting the toasters during dinner so they know their order and are prepared.

We recommend no more than 3-4 toasts each, talking about 3 minutes. No more than 15 -20 minutes total. Most guests like to toast with what they are already drinking, if you want to offer Champagne during this time the glasses are pre-set at the tables and we will do a champagne pour just before we start the first toaster.

Is Champagne being served with the toasts?

- No

- Yes

Toaster #1

Toaster #2

Toaster #3

Toaster #4

Toaster #5

If you are wanting to do a formal Dessert cutting, we will briefly stop by the dessert table to cut the dessert and signal the start of dessert service before the dancing gets underway.

Cakes and pies will be sliced and served from this table. We have a cutting set for your use. We also have several cake stands and platters for dessert displays. Do you plan to have a formal Cake or Pie Cutting?

- Yes
- No

Sunset Photos // Reception // Dancing (8pm)

Sunset photos are taken when the golden light is glowing over the hills surrounding Mt Hood. Not to be missed!

We will work around these photos on the day of to make sure we get the perfect light. These photos are the most relaxed and often the favorites of many couples.

The sun sets 20 minutes before the actual sunset because we have a foot hill at our horizon, and ideal photo taking time is around 10-15 minutes before that. Most of the summer this is after dinner/ 1st dances and once dancing has started.

At the end of summer that timing is during dinner so we will sneak you out at the salad course. We will finalize this timing at our Final Meeting.

Formal dances are a nice way to kick off the dancing part of the night. If doing all of the dances, It usually starts with the Couple's 1st dance, then the Father/ Daughter dance then the Mother/

Son dance. Click the dances you want to include below:

- Couple's 1st Dance
- Father/Daughter
- Mother/Son
- Other

If you selected other, please describe.

Bouquets & Garter Toss: You can do one, both or neither!

- Yes Bouquet Toss
- Yes Garter Toss
- No to Both

Most couples like to stay to say goodnight to everyone, but if you want to do a formal exit, we will line up

- No Formal Exit
- Yes Formal Exit (any decor items or getaway gar needs to be pulled down to the Apple)

Formal Exit: your guests form into a tunnel for you to exit through. You don't need anything for them to hold- their waving hands and a few cell phone lights makes for magical shots!

POST RECEPTION (10pm)

At 10pm, all music needs to be turned off and we will begin to pack up all your decor items into the vehicles that will be helping to load all your things. 1-2 cars are usually needed to accommodate the left over cases of wine, keg(s) signage if any, fl?owers (if taking), and any other decor you are bringing up. We are a pack-in pack-out facility so any packaging or plastic wrap that comes with your decor will be sent home with you. The bartender will handle all the bar related recycling.

Helper #1

Helper #2