

## Day of Reminders!

For many of you – it has been a long time since your tour so here is your cheat sheet for your wedding day to ensure things go as smoothly as possible! Feel free to share this list with your Wedding Coordinator, Point of Contact, and/or clean-up crew for the day!

- **Bridal suite** will be open by 8am for hair and make-up and the Event Center will be open by 10am for decorating.
- **Suites should be cleaned out 30 minutes prior to ceremony time** whether you are holding your ceremony offsite or at Crooked Willow, both the Grooms Suite and Bridal Suite buildings should be cleared of all personal items at least **30 minutes prior to ceremony time**. Typically wedding parties are out of suites once pictures start. These buildings will be locked and cleaned once vacated in preparation for the wedding to be held the next day. Any items found while cleaning will be given to your point of contact for the day.
- **Barn** should be cleaned out upon conclusion of private social hour after ceremony – before you and your wedding party vacate the barn to head to the Event Center for your Grand Entrance – make sure you have a few people appointed to clear out the barn of any personal items. This building will be locked and cleaned as soon as dinner begins so it is **imperative that all personal items be removed before your Grand Entrance!**
- **Alcohol** – if you choose to bring in your own alcohol and coolers into the suites and/or barn for your social hour; all offsite liquor must be locked up upon conclusion of your barn social hour. You can leave your coolers in the lower level of the barn. We will keep them locked up and return them at the end of the evening. Due to the dram shop law, we cannot have any offsite alcohol being consumed **anywhere on the property by guests or wedding party after the barn social hour**. Please make sure your guests also understand this prior to arrival at Crooked Willow. All drinks must be served from Crooked Willow staff. Bar will be provided by Crooked Willow for rehearsal dinners, no offsite alcohol allowed.
- **Recycling Practices** – please use the recycling and trash receptacles provided in each of the suites and barn for any garbage disposal before vacating. Cans, glass bottles, plastic pop bottles, disposable coffee containers, and plastic utensils can all be recycled. Trash items would include food waste, plastic bags, clothing hangers, plastic chip bags, disposable condiments, diapers, plastic wrap, etc. Bottled water is allowed for wedding party and family during the day. Bottled water is not allowed to be brought in for guests as ice water is available at bar and water carafes available at tables through catering. **Please dump any liquids from coffee cups, bottles, or cans prior to putting item into recycling bin.**

- **Decoration Policy** – only real petals should be thrown during ceremony, no artificial petals. Command strips need to be used for hanging items; no nails, screws or tape allowed. Command strips should be removed at the end of evening. All decorating should be done with a maximum of a 6' step ladder. Nothing taller than 6' or extension ladders allowed. **Chairs will be in stacks of 8 at each table when you arrive, it is easier for you to place your linens and decorate prior to placing chairs around tables; your decorating team is responsible for placing linens and setting chairs around each guest table.**
- Absolutely **NO fireworks, party poppers, confetti, or glitter decorations** are allowed on the grounds per the contract. This will result in forfeiture of ½ the damage deposit for additional clean up. Fireworks will result in complete forfeiture of entire damage deposit as that is considered a breach in contract.
- **Ceremony Changes due to inclement weather** – if inclement weather is anticipated; we need to make the decision to move the ceremony indoors the day before your wedding date or by 10am Thursday for rehearsals for Friday weddings. We do not have the staff to make any day of changes and you want to have tables decorated early in the day. **Any changes to the ceremony site the day of would require you to have a sufficient number of family and friends that would assist in moving the site indoors.**
- **Guests should arrive and be directed into Event Center main entrance** where they can sign guest book, drop card/gift, use the restroom if needed, and proceed to the ceremony site (if on-site). We will have the area blocked off between the silo and event center. This allows the wedding party to remain separated from guests until after the ceremony and guests flow to the ceremony site.
- **Bridal Party** will usually arrive in the morning for hair/makeup and will park next to the barn. This allows close access for unloading and loading personal items. All vehicles must be moved into main parking lot if taking shuttle or leaving overnight. **We need this area accessible for the next day's wedding.**
- **End of night clean-up crew** – the Event Center needs to be vacated by 12:30am at the latest. We have a cleaning crew that turns the space after every event so please plan accordingly. **What was brought in, needs to be taken out by 12:30am and tables need to be cleared of cans, bottles, or any items not cleared by catering.** We will roll out bins towards the back of the Event Center by 10:30pm-11:00pm (or earlier upon request) to begin the clean-up process; **make sure those that you appointed as clean-up crew are aware of this.** There will be a recycling bin, organics bin, and trash bin made available as well as a large bin for liquids. If linens are rented from Crooked Willow, linen bags will also be provided. If linens are provided by an outside vendor, be sure to have them provide linen bags.
  - **BINS**
    - **Organics** – any REAL floral, bar cups – both wine and beer, any paper food soiled items (i.e. pizza boxes or food soiled paper napkins), bar straws
    - **Recycling** – bottles, cans, paper plates, napkins, cardboard, or cardboard boxes (unless food soiled, then it would go into organic)
    - **Trash** – food waste, plastic bags, plastic wrap

**It is imperative tables are cleared into the correct bins or we will receive a fine which would be passed along to the couple.**

Please reach out to [info@crookedwillowmn.com](mailto:info@crookedwillowmn.com) with any questions!