



Wedding Timeline for Bella Vista Estate

Bride and Groom's Name:	
Home Address:	
City, State, Zip	
Date of Event:	
Approximate Guest Count:	
Ceremony Start Time:	
Ceremony Location on Property:	
Cocktail Hour Time:	
Cocktail Hour Location on Property:	
Reception End Time:	
Who is in charge of set-up, bussing tables, taking out trash, general emergencies	
Who is in charge of break-down at end of night?	
Need any furniture moved?	

<p>Will you need transportation during your stay with us? (BV shuttle available for overnight guests only)</p>	
<p>Who will be supervising children or pets (if applicable)?</p>	
<p>How are you communicating Bella Vista rules to your guests?</p>	
<p>Depending on the season, what is the rain plan?</p>	
<p>Any other events happening at Bella Vista during your stay?</p>	

Questions for Abby	
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VENDOR CONTACT INFORMATION

DAY OF CLIENT REPRESENTATIVE

Name	Relation	Cell Phone Number

It is okay to give my number out
 Please use this number

	Company / Contact	Emergency Phone	Email	Arrive
Coordinator				
Caterer				
Dessert				
Bartender				
Alcohol				
Rental Company				
Florist/Decorator				
Photographer				
DJ				
Shuttle				
Hotel Blocks				
Other _____ —				