



ASHFORD ACRES

Jaime Horne Wedding Schedule

225 Peoples

Dusty Blue, Sage Green, Clear and Gold, Lots of Greenery

Thursday, August 30th

Oasis Drops off Rentals to AAI

- Framed Tent with fabric across the top (MORE LIGHTS THAN FABRIC)
- 10x10 Tent right off of the large tent for Bourbon tasting and Cigars
- High Top Tables and Round Tables, farmhouse tables, etc.

Decide once they bring the high top tables and farmhouse tables, which two tables closest to the dancefloor and stage would be best for family to have RESERVED for them.

Make labels for the bourbon tasting in our picture frames!

All four trundle beds need to be made in Maple!

Make sure the correct alcohol gets brought up and put in the laundry room, labeled for Jaime Horne.

Grant and Tyler:

- Remove All Black furniture from the front porch and move to a location in the yard that Stasia says (nice spots for people to chill out in them)
 - Keep Black planters beside the doors
 - Make sure that the porch is cleaned off well, swept, pavement is clean, etc
 - Bring Large Wooden bar out and put it in front of the double doors
 - Set up 8 round tables in reception space to match map
 - Ceremony set up with: 200 Oak Colored Fold Out Chairs from Oasis
 - Arched with an aisle**
 - Mahogany Padded Fold Out chairs from Oasis at the reception
 - All trash beside the side garage needs to go to recycling/trash
 - Take oil in pan over the hill and to our big sink hole and pour the oil into it
 - Spray oil pan out and then let it soak in dawn and vinegar and water
-
- Get 225 Dinner Plates wiped and ready on server station
 - Get 225 dinner forks, knives, spoons wiped and on server station
 - Get 225 Dessert Plates wiped and on the server station

-Get the clear 12" Cake stand cleaned and ready for the cake the following day

Friday, August 31st

4:00pm Check-In
5:45pm All Bridal Party out on Veranda
6:00pm Rehearsal Ceremony
7:00pm Bridal Party Departs for Rehearsal Dinner in Lexington

Saturday, September 1st Wedding Day ALL ROOMS NEED TURNED TODAY

Oasis on site to set up dance floor and stage!

WE ARE TO TURN ROOMS AFTER PICS!

7:00am Coffee Available

8:00-10:00am Breakfast Buffet – “Light Buffet” for 13-14 people

-Get ONE set of corn hold boards out and put it parallel to the tent to match the map.

-Set up the 8 foot table out under the 10x10 Tent for Bourbon tasting...bring up cool crates to go on this table to make it look cool and fit the feel of a bourbon tasting—BLACK TABLECLOTH ON IT

-Put Tin Ashtrays around the yard on some of the extra furniture (with sand inside of them to put out their cigs)

-Place two wicker tables just beyond the two double trees (one of these trees is lit) and get Stasia’s approval on them

-Put another 8’ table out beside the 10x10 tent but on the outside of it so that it can be the second “Bar” with only Beer and Wine!

-Sprinkle remaining wicker tables throughout to make into small sitting areas

-Set up the long table in D1 and one 8’ table for large appetizer buffet- BLACK TABLECLOTH THESE!

-Set up two four top tables as the drink table on the veranda (black tablecloth this)

--Go ahead and bring out the bottoms of the drink containers, and labels for the drinks, as well as sugars, and plastic 12 ounce cups for the drink table

-There also needs to be coffee large carafes and to-go coffee cups

-Move the lounge furniture to the center of the pebbles as map shows

- Make sure the pebbles LOOK PERFECT...no cords, no large lines from where you have hidden the cord, no large sticks, etc
- Set scalloped welcome table off of the brick path where it always goes- this is their gift table too!
- Smoking Area moved beside the parking lot by the barn with tin container and sand
- Put Cake table (a large table) in front of the magnolia tree for their Cake and their Cupcakes--- get three tiered trays on the table for this!
- Get 37 water goblets (for head table) wiped and on the head table
- Get one set of corn hole boards out and on the spot on the map-
Check the trash on the ground!
- Set up dinner buffet tables!
- Pull a remaining antique table for the cigar bar tent

Sadie Information:

1. 13 Turkey Sandwiches for the Bridal Party (with condiment and topping options on a tray)
Taken to Mag/Oak

2. Their Cake is being BROUGHT IN. THEY ARE KEEPING THE TOP TIER!

3. **Appetizer Buffets (2 of them) in Dining Room1**

****They want them to look abundant/full of food!!!****

- Mini Hot Browns x225 (so 450)
- Empanadas x125 (so 250)
- Bacon Wrapped Shrimp x113 (226)
- Black and Blue Sliders x225 (so 450)
- Anti-Pasta Skewers x225 (so 450)
- Crab Stuffed Mushrooms x225 (so 450)
- Wrapped Asparagus x225 (so 450)
- Gauc and Chips x18 (108)

10:00am-3pm

Hair for Bridesmaids

- Make sure White Lantern for Cards is on gift table
- Set up remembrance table
- First two rows on each side will need "reserved" signs
- Unlock the balcony
- Get Garland put up on the balcony
- Make sure ipad is charging

Clear the long table In D2 or make look nice for a remembrance table

12-1pm

SADIE→ 13 Turkey Sandwiches and Chips (with a selection of condiments and toppings available on a tray),

take up to where the ladies are getting ready. →Magnolia and Oak

- 1:00pm Caleb on Site
- 1:00pm Jaime Starts Hair/Make-Up
- 1:30pm Mitch and Groomsmen Arrive
-In Second Dining Room to get ready

Make sure reserved signs are out where they need to be: 2 tables closest to the family/head table/dance floor & Head Table!
-And also: wooden ones on the first two rows on each side of ceremony

- 2:00pm Flowers Arrive
-Make sure sign gets made in black stand and in front of side door, directing traffic of people to the front of the house, not through the house.

-Make sure two tables closest to head table get reserved for family!

Michaela: You ARE EXPO!!

- 2:00pm Groomsmen Photos

- 2:30pm Jaime Starts Dressing

- 3:00pm First Look with Mitchell

Get the DJ a schedule

****Musicians will set up on the pavement off to the right of the stairs (far right because groomsmen will trickle down onto the pavement)**

Go put 60x60 white tablecloths on the iron tables and wipe the iron table chairs

DJ Arrives- Jordan English Band (The wedding planner of Jaime's will be communicating with the band directly the whole evening)

Cake and Cupcakes will arrive at this time- The cake table must be ready at this time, and the 12' Cake Stand (clear) ready for the cake to go on!

Sarah Comes In: You are a server all night- clearing plates, refilling drinks, offering soda, etc.

You are also in charge of checking the bathrooms all evening long and making sure that they are CLEAN, Restocked, and completely ready for guests to use all night. It is never acceptable for these rooms to be gross, messy, out of toilet paper or paper towels, etc

At this time: Go clean the chairs at the smoking station and make sure there is a clean bucket out there for cig ends.

3:15pm First Look with Bart (Dad)

Make sure the flower arrangement that needs to go on Groom's mom's chair, gets there!

3:30-4pm Bridesmaids Photos/ Full Wedding Party Photos

Anna Midden: Please tablecloth all iron tables outside with 60x60 at this time!

4:45 pm First Shuttle Leaving from 21C

4:30pm **Kendall Arrives to Work**

Kendall, YOU are in charge of making sure that at 7:45 pm there is a plate made for the bride and groom of every food option on the buffet- Stasia will come get this plate from you!!

YOU are also in charge of making sure a to-go box of food gets made for the bride and groom, so that when Garden gets prepped for the night, the food can go in there.

Sophia Comes In: YOU are in charge of the trash cans throughout the entire event (outside by the tent, beside the drink table, behind the bar for LBK, etc) Please make sure that all trash gets removed discretely, quietly and that the bag gets NEATLY replaced.

You are also a SERVER all evening long- clearing glasses, plates, trash on the ground, offering sodas, and making sure all guests are happy!

5-6:15pm Wedding Party Inside Spending Time Together
-Bridesmaids consolidating things to one single room

TURN ROOMS: Emma, Anna, Sophia, Sarah, Fielden, and Lillie

-Make sure that the welcome letters and codes are completed Stasia and Hope

-This is a VERY important room!!! They need to be done extremely well.

Also, split up two to each room and that means that in one hour, three rooms should be done!

5:00pm

Family Arrives

Tomi Jean: You are the bar runner all evening long- ANYTHING that the bartender needs for the bar, you get for her/him...OR if it is a soda or something that someone under 20 can touch, ask someone else to get it for her/him.

** There are two bars this evening, and both bars will need to be checked every 20 minutes or so, especially when they are busy! The alcohol is all in the basement in cabinets- as well as in the beer fridge chilling and in the double door fridge chilling. Grab whatever they need.

You are also a SERVER all evening long. you will have your own responsibilities all evening as well as keeping the water goblets filled on the head table, plates cleared, and guests happy in their seats or in all lounging areas.

Fielden Arrives to work: You are in charge of the drink table all evening long. It is important that these drinks stay full, the trash can beside it is not overflowing ever, the ice stay filled for people, the scoop stay in the ice bucket, etc. Make sure that ICE gets put on this table!

You are also a server tonight! Clearing glasses, keeping water refilled, plates cleared, making sure all guests are happy, picking up trash, and offering sodas!

Fielden: Make sure Drink Table is Made and that Fresh Cut Lemon is in all of the water that goes out tonight!!

E Allison: YOU are on dishes this evening! All evening long. You will help Sadie and Michaela in the kitchen with any and all of their needs.

You will also help to run food to the buffets as they need food. YOU WILL NEED TO MOVE FAST!!! Be Efficient this whole evening long!

Kelly: You are a server all night long, and can help Tomi Jean check on both bars! Servers will be checking waters on the head table, clearing plates, helping to make sure the buffet of apps runs smoothly, checking for trash and perfection everywhere, serving cake, etc. You will be leaving around 9:30/10...so please remind Hope when it gets to be around that time!

If you can just help to make sure everything is perfect all night long, that would be amazing!

5:00pm

Secone Shuttle Leaving 21C

Go clean the wicker tables, rocking chairs, and normal smoking section

5:30pm

LBK Arrives: Haley and LBK will be bartending

CHECK ID's as is needed

-Haley will be at the bar serving only beer and wine

-LBK will be at the main bar on the veranda

The Bourbon Tasting will be out beside Haley! Tomi Jean will be the person helping to refill and check the bar--- she can help with the bourbon tasting as is necessary. **CHECK ID's as is needed!!**

-Each station will need a tip jar – make it look nice, clean, etc YOU WONT NEED A CASH BOX. Only the main bar will need an ipad, at least at first.

-Each Station will need the correct signage to show guests what is available at their bar

-There is not a cash option,

but rather what has been pre-purchased is what is OPEN.

-The Bourbon Tasting table will need to have the correct signage

-The bride is to have a specialty drink for only her- all night long- it is the **Spicy Marg** that we made at tacos and tequila→This will go on its own tab for her dad at the end of the night/next morning.

*The liquors were purchased to make any mixed drinks with that you can out of gin, vodka, and bourbon!

The tasting will be served with communion sized cups

The father of the bride will buy more liquor as is necessary...so before we tell someone we are out of any item, check with him first!

The alcohol they have purchased is the following:

***1 Case of Dark Horse Cabernet**

***3 Cases of Dark Horse Sauv Blanc**

***3 Cases of Dark Horse Rosé**

***2 Bottles of Farmer's Gin**

***3 Bottles of Buffalo Trace**

***3 bottles of Woodford**

***3 Bottles of Maker's Mark**

***1 Bottle of korbelt (this is for the b&g only during the toast)**

***6 Bottles of Titos Vodka**

***1 Keg of Budlite**

***1 Keg of Cougar Bait**

***1 Bottle of Stag Jr 750ml (bourbon tasting)**

***1 bottle of Rock Hill 750ml (tasting)**

***1 bottle of Weller Antique (tasting)**

***1 bottle of Weller SR (tasting)**

***1 pint of Blantons (tasting)**

Kelly, Tomi Jean, Fielden, Sophia, Sarah @ this time make sure all candles throughout the reception are lit, by the bar, inside on the buffet, etc.

5:50pm Guests Arriving

6:00pm Pre-Event Music Begins

6:15pm Transitioning Jaime to correct location

6:20pm Groomsmen in Living Room, Bridesmaids by Side Door

6:30pm Ceremony on Front Porch
– 2 bridesmaids will be singing

Kelly and Tomi Jean: Make sure that dining room 2 is clean at this time, chairs are tucked in, trash is picked up/removed, tables are clean, etc

7:00pm Ceremony Ends
-Move the welcome/gift table to D2 or foyer

7:15-7:45 Any last pics- No food during cocktail hour still

At this time, Jaime and Mitch will come inside to catch a breather, eat before they're announced, freshen up, etc.
-We need to be sure she has access to a Spicy Marg at this time

Kendall- This is when the plate will be taken to the bride and groom!

7:40pm Jaime and Mitch taking a break in Garden to freshen up and Eat!

7:45pm Bridal Party Announced- Whole BP and then Bride and Groom
-She wants to be announced as, "Mr. and Mrs. Mitchell Lisk"

7:55pm First Dance

8:00pm Groom/Aunt Dance

8:03pm Father Daughter Dance

8:05pm Jaime's Parents gives a quick "Thank You"

8:10pm Buffet Opens- It is **SELF SERVE**

-Michaela, Fielden, Anna, Kelly, and Kendall please make sure that the buffet stays stocked and help to run new food out to it as is needed.

8:20pm ALL SERVERS: BUS TABLES, CHECK WATER, ETC

8:40pm Toasts Begin: Kimberly, Matt, Mason
Tomi Jean- MAKE SURE AT THIS TIME THAT 1 Bottle OF KORBEL GOES TO BRIDE AND GROOM TO FILL THEIR GLASSES AND THEN LEAVE IT WRAPPED AND ON THE TABLE!

8:55pm Cake Cutting- **THEY ARE KEEPING THE TOP TIER!**

9:15pm Dance Floor Opens ☺

9:30pm 2nd Bar out beside the Cigar Station will break down and 1 bar will remain open

Anna Midden& Sarah: You can help to take down the appetizer buffets and set dining room 1 up for breakfast the following morning. The tables need to be set with water glasses and mugs, as well as chargers, napkins, all four silverware, and DINNER plates on their chargers- all wiped extremely well.

Emma: At this time, please go make sure the Garden Suite is completely ready for the bride and groom! This includes: a card from AAI, their to-go food, making sure it is clean and perfect as a room, turning the bedside lamps on, turning the light over the tub on, etc. If the boys left beer cans/dirtiness, clean that up!

10:30pm First Shuttle Departs

11:00pm Second Shuttle Depart/ Reception Ends

Emma: Please take note of the plastic cup inventory; how many 9 ounce cups and 12 ounce cups do we have?

11:30pm/12am Pizza Delivery ☺ Important Items get taken to Magnolia!

All other décor that is less important can go in dining room 2 for the next morning

Sunday, September 2nd

7:00am Coffee & Pastries Available

10:00am

Family Style Breakfast- Waffles, Bacon for sure! For 13-14 p

11:00am

Check-Out