



The Barn at Evergreen Memorial Park's
**FINAL WALKTHROUGH
CHECKLIST**

ONE MONTH TO WEDDING DAY!

We are so excited to be bringing you back to The Barn to finalize all the details before your big day! In order to properly prepare for the topics & questions at your final walkthrough, please arrive to The Barn with the following information ready:

- The name and phone number of the best “day of contact” for us to use (recommended to be someone outside of the immediate family/wedding party, or your Day of Coordinator if applicable).
- Names and phone numbers of any additional important people
- All information from each vendor, including:
 - Name and phone number of the best contact person for that vendor
 - Their arrival time at The Barn
 - What services/extras they will be providing (e.g. if the DJ will be providing the sound system for your event, or if you will need to utilize The Barn’s)
- Alcohol Information including:
 - Who will be providing the liquor (family or store drop off)
 - Desired bar location (Upstairs, downstairs, both, or outside)
 - A designated person to take all leftover alcohol home
- General Timeline information

We will also discuss with you: final floorplans, rehearsal information, “Plan B” arrangements, and more. Please come with any and all questions you may have!