

To Do Checklist After Booking

THE FARMHOUSE

YOU'VE BOOKED YOUR WEDDING AT THE FARMHOUSE... NOW WHAT??

VENDORS

- Research and book your DJ, photographer, officiant, videographer, and florist. If you need any recommendations, please check out our preferred vendors list!
- Schedule a tasting and planning appointment with Desserts by Dana or Cakes by Kim for your wedding cake. Please order your cake at least three months prior to your wedding date. Please note that Desserts by Dana charges an additional amount for any filing/icing other than buttercream.
- Contact the Christiana Hilton to reserve your complimentary room. A room block for guests and the shuttle can be booked within one year from your wedding date. The 13 passenger shuttle is complimentary with ten or more booked hotel rooms on the night of the wedding. There is a \$150 fee to rent the shuttle if the room minimum is not met.

COMMUNICATIONS WITH THE FARMHOUSE

- If you have any questions after booking, please email info@thefarmhousede.com or any of the coordinators.
- The Farmhouse will email you an invitation for the next tasting event once the date for the tasting has been determined. Tasting events are only for booked couples and are typically held in February and June/July. Your invitation to attend a tasting event is subject to the timing of booking and is not guaranteed.
- Approximately 4 months prior to your wedding, a coordinator will be assigned to your date. She will reach out to you to schedule your planning meeting to take place three months prior to your date. At this planning meeting, you will discuss and finalize the wedding timeline, vendors, menu, linens, decorations and the table layout. Your rehearsal date and time will also be determined at the meeting. Once your coordinator has been assigned, she will be the point person for all questions relating to your wedding date!
- If you would like to schedule your rehearsal prior to the planning meeting, please contact any of the coordinators at any point. The date and time of the rehearsal are subject to availability and dependent upon other events that are booked at the Farmhouse. Time slots are reserved on a first come, first serve basis.
- The final meal count is due to your coordinator 10 business days before your wedding. Once you have made your seating assignments, your guest list (names, table numbers, meal selections, allergies/restrictions) is due at that time.

NEXT PAYMENTS

- The second payment of \$3,000 is due 9 months prior to your wedding date.
- The third payment is due two months prior your wedding date. This payment will be calculated at your three month planning meeting and will be 75% of your estimated remaining balance.
- Full payment of the remaining balance is due no later than ten (10) business days prior to your wedding date, once you have confirmed the final guest count.
- Payments can be made in cash, check, or credit card. Checks can be made out to The Farmhouse and mailed to 5600 Old Capitol Trail, Wilmington, DE 19808 or dropped off in the locked payment box on our front porch. We will email you a receipt to confirm receipt of your payment. If paying by credit card, a 3% processing fee will be applied.

IF YOU HAVE ANY QUESTIONS, PLEASE EMAIL [INFO@THEFARMHOUSEDE.COM](mailto:info@thefarmhousede.com)

Thanks!