


Currently the guideline is 50 people OUTSIDE OR 25 PEOPLE INSIDE for a reception (without alcohol) until further notice (religious ceremonies only- countless)

We HIGHLY ENCOURAGE guests to arrive early so everyone can be checked in PRIOR to the start of the ceremony. We will not be able to start until this process is taken place for everyone's safety.


Main list of most important guests (keep this to 20 just in case numbers are limited)

Vendors (1 coordinator/planner/designer, 1 assistant, 1 venue staff, 1 photographer OR 1 videographer, 1 DJ)

 Date of Event: _____-2020_____ Name _____ (please type in ALL first & last names of guests in alphabetical order & vendors and staff members attending today's event) *first group of people are those MOST important and will be at both rehearsal and wedding day	Temperature Upon arrival	Do you have any symptoms related to COVID?	Have you been in contact with anyone with COVID in the past 14 days?	Have you traveled outside of the Country in the past 14 days?	Have you traveled outside of NC in the past 14 days? If yes where?	Do you fully understand you are attending today's event on your own free will and that you will not hold the venue, vendors or host liable if anyone that tests positive after attending?
1 Couple-						
2 Couple						
3 MOB-						
4 FOB-						
5 MOG						
6 MOF						
7 MOH						
8 Best Man-						
9 Groomsman-						
10 Groomsman-						
11 Groomsman-						
12 Bridesmaid-						
13 Bridesmaid-						
14 Bridesmaid-						
15 Ring Bearer-						
16 Flower girl-						
17 Grandparent-						
18 Grandparent-						
19 Grandparent-						
20 Grandparent-						


PLAN B LIST- if guest count can be 50 people (this allows for 38 guests and 12 vendors)

Vendors (1 coordinator/planner/designer, 3 assistants, 1 venue staff, 1 photographer, 1 videographer, 1 DJ, 1 bartender, 4 catering staff)

 <p>Date of Event: _____-2020_____</p> <p>Name                      (please type in ALL first &amp; last names of guests in alphabetical order &amp; vendors and staff members attending today's event)</p>	<p>Temperature Upon arrival</p>	<p>Do you have any symptoms related to COVID?</p>	<p>Have you been in contact with anyone with COVID in the past 14 days?</p>	<p>Have you traveled outside of the Country in the past 14 days?</p>	<p>Have you traveled outside of NC in the past 14 days? If yes where?</p>	<p>Do you fully understand you are attending today's event on your own free will and that you will not hold the venue, vendors or host liable if anyone that tests positive after attending?</p>
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Plan C list- IF guest count can be limited to 75 people (allows for 60 guests and 15 vendor/staff)

Vendors (1 coordinator/planner/designer, 3 assistants, 1 venue staff, 2 photographers, 1 videographers, 1 DJ, 2 bartenders, 4 catering staff)

 <p>Date of Event: _____-2020_____</p> <p>Name                      (please type in ALL first &amp; last names of guests in alphabetical order &amp; vendors and staff members attending today's event)</p>	Temperature Upon arrival	Do you have any symptoms related to COVID?	Have you been in contact with anyone with COVID in the past 14 days?	Have you traveled outside of the Country in the past 14 days?	Have you traveled outside of NC in the past 14 days? If yes where?	Do you fully understand you are attending today's event on your own free will and that you will not hold the venue, vendors or host liable if anyone that tests positive after attending?
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Plan D list- IF guest count can be limited to 100 people (allows for 80 guests and 20 vendor/staff)


Vendors (1 coordinator/planner/designer, 3 assistants, 2 venue staff, 2 photographers, 2 videographers, 1 DJ, 2 bartenders, 7 catering staff)

 <p>Date of Event: _____-2020_____</p> <p>Name                      (please type in ALL first &amp; last names of guests in alphabetical order &amp; vendors and staff members attending today's event)</p>	Temperature Upon arrival	Do you have any symptoms related to COVID?	Have you been in contact with anyone with COVID in the past 14 days?	Have you traveled outside of the Country in the past 14 days?	Have you traveled outside of NC in the past 14 days? If yes where?	Do you fully understand you are attending today's event on your own free will and that you will not hold the venue, vendors or host liable if anyone that tests positive after attending?
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Currently we are not recommending over 100 guests and 30 vendors/staff- even if government allows for safety protocols


Vendors (1 coordinator/planner/designer, 3 assistants, 2 venue staff, 2 photographers, 2 videographers, 1 DJ, 2 bartenders, 7 catering staff)

Please discuss with us if you are planning to exceed 100 guests

 <p>Date of Event: _____-2020 _____</p> <p>Name                      (please type in ALL first &amp; last names of guests in alphabetical order &amp; vendors and staff members attending today's event)</p>	Temperature Upon arrival	Do you have any symptoms related to COVID?	Have you been in contact with anyone with COVID in the past 14 days?	Have you traveled outside of the Country in the past 14 days?	Have you traveled outside of NC in the past 14 days? If yes where?	Do you fully understand you are attending today's event on your own free will and that you will not hold the venue, vendors or host liable if anyone that tests positive after attending?
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VENDORS

Green means most exposed on wedding day

 <p>Date of Event: _____ 2020 _____</p> <p>Name (please type in ALL first &amp; last names of guests in alphabetical order &amp; vendors and staff members attending today's event)</p>	Recorded Temperature	Do you have any symptoms related to COVID?	Have you been in contact with anyone with COVID in the past 14 days?	Have you traveled outside of the Country in the past 14 days?	Have you traveled outside of NC in the past 14 days? If yes where?	Do you fully understand you are attending today's event on your own free will and that you will not hold the venue, vendors or host liable if anyone that tests positive after attending?
1 Planner						
2 assistant						
3 assistant						
4 assistant						
5 assistant						
6 Officiant						
7 Venue Staff						
8 Venue staff						
9 Venue Staff						
10 (photographer) _____						
11 (photographer) _____						
12 Florist- Staff _____						
13 Florist Staff _____						
14 Bakery- _____ (only drop off?)						
15 Catering Staff- Lead _____						
16 Catering/Server Staff- _____						
17 Catering/Server Staff- _____						
18 Catering/Runner Staff- _____						
19 Catering/Buss Staff- _____						
20 Catering/Beverage Attendant Staff- _____						
21 Catering/Beverage Attendant Staff- _____						
22 Catering/ Bar Staff- _____						
23 Catering/Bar Staff- _____						
24 DJ- _____						
25 Rentals (drops off Fri, pick up Mon)						
26. Church-						
27. Live musicians						