

TIMBER LINE BARN

Host Manual

Updated
June, 2020

Phone Number: 417-299-3597

Address: 38 Rainbow Road, Buffalo MO 65622

Email: timberlinebarnweddings@gmail.com

Rehearsal Meeting

UNLOAD & LOAD AT THE FRONT DOOR ONLY

LIQUIDS ONLY DOWN THE SINK,
ALL OTHER ITEMS NEED TO GO IN THE TRASH

THERMOSTATS ARE ADJUSTABLE IF NECESSARY, PLEASE UTILIZE FANS IN THE
BRIDE AND GROOM SUITES

MUST HAVE TOWELS TO ABSORB CONDENSATION IF USING ICE IN
GALVANIZED BUCKETS

KEEP DOORS CLOSED AS OFTEN AS POSSIBLE- FLIES CAN BE TERRIBLE

CHILDREN MUST BE SUPERVISED BY ADULTS
NO CRAYONS, PAINTS, MARKERS, ETC FOR THE KIDS

NO DRIVING OR PARKING ON THE GRASS

WE WILL UNLOCK DOORS AT 9:30AM, NO EARLIER

CHECK IN TIMES:

1 HOUR BEFORE CEREMONY

ONCE AFTER FOOD/CAKE IS SERVED FOR TRASH PICK UP & RESTOCKING

LOCK UP (11:00PM OR 11:30PM)

PLEASE TEXT TARA AND LET US KNOW WHEN YOU ARE DONE CLEANING UP

Decor Guidelines

ONLY USE COMMAND HOOKS/STRIPS ON WALLS & FLOORS

no tape, no tacks, no hot glue, no nails

OUTDOOR ARBOR AND PERGOLA CANNOT HAVE NAILS OR SCREWS

place tacks, fishing line, floral wire, zip ties and metal wire work great!

GOODIE BARN ITEMS CANNOT BE ALTERED IN ANY WAY

do not cut fabric, remove items glued to jars, real chalk only on boards, and no fabric on cake/buffet/food serving tables

Please be sure all goodie barn decor items are returned gently TO THEIR EXACT LOCATION IN THE BARN. Put someone in charge that will be present for decorating & cleanup.

SEND OFFS - PLEASE KEEP BIRDSEED OFF THE PATIO

IF USING SPARKLERS, HAVE A BUCKET OF WATER NEARBY, PICK UP ALL SPARKLER STEMS AND STAY 15 FEET AWAY FROM BARN AT ALL TIMES

ALL FLOWER PETALS OR AISLE DECOR NEEDS TO BE PICKED UP

BARN ITEMS SUCH AS WHISKEY BARRELS, TABLES, ETC NEED TO BE BROUGHT BACK INSIDE BEFORE IT GETS DARK OR IF IT STARTS TO RAIN

CHALK FOR BOARDS CAN BE FOUND IN OUR KITCHEN CABINET DRAWERS

TWINKLE LIGHTS UPSTAIRS HAVE 8 DIFFERENT SETTINGS TO CHOOSE FROM

IF USING GALVANIZED TUBS WITH ICE, PLEASE LINE TUBS WITH PLASTIC AND HAVE TOWELS READY TO CLEAN UP CONDENSATION.

CLEAN UP RESPONSIBILITIES

1. Please put all trash in trash cans.

If cans get full please take tied up trash bags and place outside near the air conditioner units on the gravel. Replacement bags are on top of the fridge.

2. ONLY LIQUIDS down the sink.

There is no garbage disposal and the sink will back up if you put anything in it other than liquids.

3. Please put all borrowed decor back into the goodie barn and find each items "home".

It is best to do this gently as there are many items on each shelf. Please leave any donations in the clear plastic bins inside the Goodie Barn.

4. If you rented our linens, please put them on one central table as neatly as possible.

5. Fold and stack chairs on top of each table- 8 chairs per table.

6. Before it gets Dark: Take down any Arbor, aisle or courtyard decorations.

Bring all Barn items (tables, barrels, etc.) inside, especially if it starts to rain.

Tip: Designate someone with these tasks.

7. Please do not pour leftover ice, food, or drinks onto the lawn or patio.

It will attract bugs and will not look nice for the next day's wedding.

8. ALL KITCHEN ITEMS MUST BE CLEANED BEFORE RETURNING, INCLUDING CAKE/CUPCAKE STANDS.

9. Cleanup must be completed no later than 11:30pm on weekends, and 11:00pm on weekdays.

Please contact Tara at 417-299-3597 if you end up leaving earlier than cleanup time.

Supplies

Trash Bags

located on top of the fridge

Hand Soap, Plunger and Toilet Paper

located under each sink

Paper Towels

located in the dresser near the kitchen (Right cabinet/ top drawer)

Rags, and Hand Towels

located under the sink in a labeled bin

Broom, Dust Pan, Mop, Mop Bucket, Cleaning Solutions

located in kitchen closet

Fly Swatters

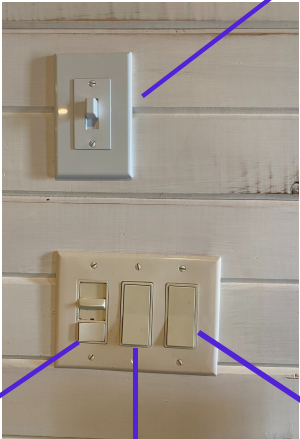
located on top shelf in kitchen closet

Light Bulbs

located on top shelf in kitchen closet

Lights

Main Barn Switches



Main entrance lights

Chandelier (no dimmer)

Main Barn Ceiling Can lights

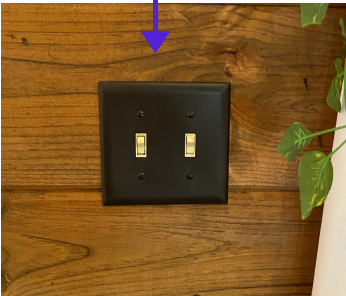
Entry Way ceiling can lights



Barn perimeter lights

Side Entryway lights, overhang can lights

Side Patio Lights



Den can lights, and candelabra lights

Loft Light Switches



Main Barn twinkle lights have 8 different settings. Feel free to find a setting you like by clicking the middle button. Located on side walls near the floor.

Overheard can lights, and ceiling fan lights

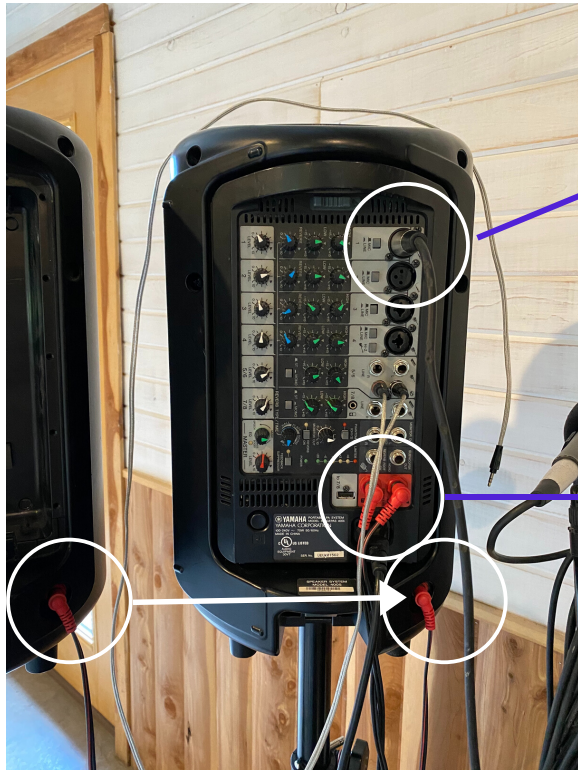
Den Light Switches



Overhead Twinkle lights

Ceiling can lights

Sound System



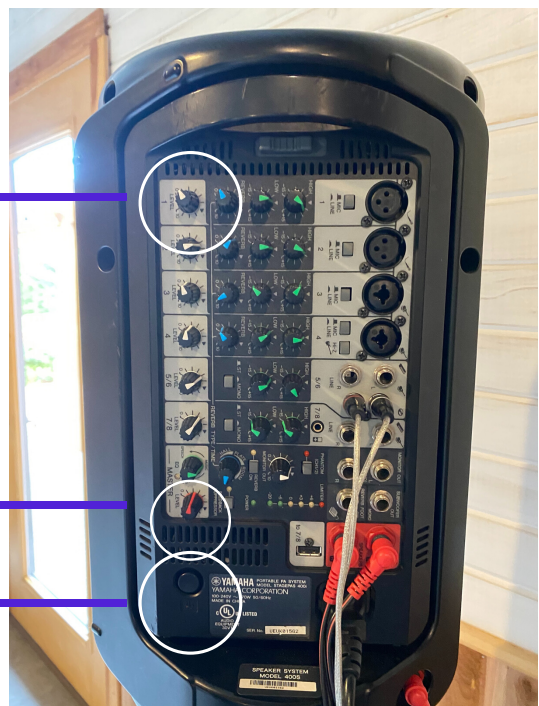
Mic input (make sure cord is also plugged into the microphone)

Speaker input (make sure speakers are connected together)

Mic Volume (right is up)

Overall Volume

On/Off Button



Trouble Shooting

Twinkle Lights in Den turn OFF

Turn switch to off position, wait 3 seconds and turn switch to on position.

Circuit Breaker is Thrown

If you have multiple things plugged into the east corner of the Den, the circuit breaker might trip. Can lights and the east patio lights will not work when this breaker is tripped. Breaker box is located in the Bridal Suite. Make sure light switches are off and all appliances are unplugged before working with the breaker box. Look for the breaker that is slightly off and push it back into position.

Suites are Stuffy

Utilize Fans and turn Main Barn thermostats down (we recommend 65 degrees for hot days)

Sink is draining slow

1. Make sure only liquids are in the sink drain.
2. Turn on Garbage disposal
3. If sink is still draining slow, located next to the sink is a plunger, give it a few plunges to improve flow

Please call us if you need any assistance:

Tara (417) 299-3597

Allen (417) 299- 3594