



## EVENT ITINERARY & VENDOR INFORMATION

Welcome to The Mohicans Treehouse Resort and Wedding Venue. Let's work together to make your event a seamless and exciting celebration. Please provide the following info/requests:

### EVENT ITINERARY

1. Has your Event Insurance been sent to [Planning@themohicans.net](mailto:Planning@themohicans.net)?: \_\_\_\_\_
2. Number of guests: \_\_\_\_\_
3. Number in bridal party: \_\_\_\_\_
4. Request EARLY ACCESS to 'Getting Ready Suite' only? (fees apply): \_\_\_\_\_
5. Setup day & time: \_\_\_\_\_
6. Estimated arrival time (day of event): \_\_\_\_\_
7. (A) Location for Bride to get ready: \_\_\_\_\_  
(B) Location for Groom to get ready: \_\_\_\_\_
8. Are you using the Vintage Rental Room?: \_\_\_\_\_
9. Are you using any large piece Vintage Rental items?(please list): \_\_\_\_\_
10. DJ/Music start time: \_\_\_\_\_ DJ/Music end time: \_\_\_\_\_
11. Do you need white garden chairs for your ceremony? (if yes, how many): \_\_\_\_\_  
(\*if needed, they are usually only 1-2 rows in the front of the benches)
12. Ceremony start time: \_\_\_\_\_ Estimated length of ceremony: \_\_\_\_\_

13. Cocktail hour location: \_\_\_\_\_
14. (A) Cocktail hour start time: \_\_\_\_\_  
 (B) Cocktail hour end time: \_\_\_\_\_
15. Dinner service start time: \_\_\_\_\_ Plated or buffet style dinner?: \_\_\_\_\_
16. Will there be toasts?: \_\_\_\_\_ Toasts location: \_\_\_\_\_
17. Dessert hour start time: \_\_\_\_\_ Cake cutting start time: \_\_\_\_\_
18. (a) Special dances (please list): \_\_\_\_\_  
 (b) Dance floor location/special dances area: \_\_\_\_\_
19. Fire pit start time: \_\_\_\_\_  
 (\*please remember to bring your own firewood if using the fire pit. If having smores, you will need to bring supplies, including roasting sticks\*)
20. Bar end time (\*Last Call 15 Minutes Prior\*): \_\_\_\_\_
21. What property are the bride and groom renting for the evening?: \_\_\_\_\_
22. End of event contact & phone (clean-up & packing): \_\_\_\_\_

## VENDOR INFORMATION

Please provide us with the following information below on all of the vendors that you have contracted for your event.

**Vendor categories include: officiant, DJ/entertainment, floral, cake, videographer, hair & makeup, wedding planner, rentals, other**

- |  |  |
|--|--|
| <p>#1 Vendor category: _____<br/>         Name of company: _____<br/>         Contact name: _____<br/>         Contact email: _____<br/>         Contact phone: _____<br/>         Approx. arrival time: _____</p> | <p>#2 Vendor category: _____<br/>         Name of company: _____<br/>         Contact name: _____<br/>         Contact email: _____<br/>         Contact phone: _____<br/>         Approx. arrival time: _____</p> |
| <p>#3 Vendor category: _____<br/>         Name of company: _____<br/>         Contact name: _____<br/>         Contact email: _____<br/>         Contact phone: _____<br/>         Approx. arrival time: _____</p> | <p>#4 Vendor category: _____<br/>         Name of company: _____<br/>         Contact name: _____<br/>         Contact email: _____<br/>         Contact phone: _____<br/>         Approx. arrival time: _____</p> |

#5 Vendor category: \_\_\_\_\_ #6 Vendor category: \_\_\_\_\_  
Name of company: \_\_\_\_\_ Name of company: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Contact name: \_\_\_\_\_  
Contact email: \_\_\_\_\_ Contact email: \_\_\_\_\_  
Contact phone: \_\_\_\_\_ Contact phone: \_\_\_\_\_  
Approx. arrival time: \_\_\_\_\_ Approx. arrival time: \_\_\_\_\_

#7 Vendor category: \_\_\_\_\_ #8 Vendor category: \_\_\_\_\_  
Name of company: \_\_\_\_\_ Name of company: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Contact name: \_\_\_\_\_  
Contact email: \_\_\_\_\_ Contact email: \_\_\_\_\_  
Contact phone: \_\_\_\_\_ Contact phone: \_\_\_\_\_  
Approx. arrival time: \_\_\_\_\_ Approx. arrival time: \_\_\_\_\_

**Please fill out this entire form and return no later than 14 days prior to your event  
email - [planning@themohicans.net](mailto:planning@themohicans.net) or mail to PO Box 16776, Rocky River, OH 44116**

\_\_\_\_\_ The Mohicans Treehouse Resort and Wedding Venue \_\_\_\_\_  
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