

Day Before Event

- ☐ Send liability insurance and bartending/catering licensing to Majestic Oak Ranch
 - Via Email- [Click Here](#)

- ☐ Set out ceremony chairs and pews

- If the weather forecast calls for rain overnight, please wait to set up chairs on Saturday morning



- Ceremony location should be communicated with MOR beforehand to ensure pews are in the correct location or removed



- ☐ If you don't want to use the water troughs, buggies or spools please let MOR know beforehand so they can be properly stored



☐ Stock beverages in refrigerator



☐ Stock ice into the chest freezer



☐ Setup/organize dinner tables and black chairs as desired in the reception hall

☐ Setup/decorate as you like

○ Majestic Oak Ranch offers limited decorations for use free of charge



☐ Personal Decorations Reminders

- No open flames
- Please do not nail into the wood or walls of the barn
- Twine is available for hanging



- Decor is kept in the clear totes in the storage area of the venue



- ☐ Use extra mismatched tables as needed for gift/dessert/catering as needed
 - Whatever items are not needed, please keep in the storage area of the venue



- ☐ Yard games are available for use- free of charge
 - Located in the storage area of the venue



- ☐ Please do not park on the grass
 - Unload/loading area is anywhere on the driveway in front of the **red barn**
 - Handicap parking is in front of the **gray barn**
 - General parking is available in the **pasture to the right** (upon entrance)



- ☐ If you're using additional appliances (ie. popcorn machine or cotton candy machine) Please ask Majestic Oak for the proper outlet plug-in.
- ☐ Bartender/DJ/Headtable will have a walkie talkie available for communication with MOR



☐ Garbages

- o As they fill place full bags in the storage area near the back door along the wall
- o Extra bags can be found at the bottom of the garbage bins. More can be found in the storage area



- ☐ If it's cold out, please communicate with MOR if you'd like to use the mushroom heaters. If it's warm out, please ask to use the industrial fans.



Day of Event

- ☐ Set up ceremony chairs (if not set out night before)
- ☐ Stock water troughs with ice and desired beverages
- ☐ *Important reminders* if it is warm out (70°F+)

We suggest storing any cakes/cupcakes/cakepops in a refrigerator or personal cooler until reception.

We suggest any pre-made/real floral arrangements be set out closer to desired ceremony time, as they tend to wilt in the full-sun.

Contacts:

Dayna (on-site/venue coordinator)
906-231-7713

Brody (on-site/owner)
651-303-2007