

# HOLMAN RANCH

ESTATE VINEYARD & WINERY

**30 DAY  
INFO FORM**



**Please return to Holman Ranch 30 days prior to your event.**

**Please EMAIL: [info@holmanranch.com](mailto:info@holmanranch.com)**

***NOTE:** If submitting digitally, please use Adobe Reader to complete and save this form. Do not use Outlook or other programs to fill out the form; the information won't save.*

## PRIMARY CONTACT

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Wedding Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

## WEDDING COUPLE

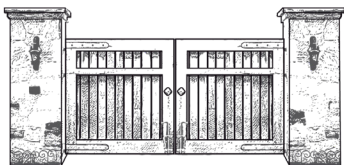
\_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Cell Phone \_\_\_\_\_

\_\_\_\_\_ Work Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_



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## WEDDING DETAILS & TIMELINE



### EVENT INFORMATION

Date of Event: \_\_\_\_\_

Event Type: \_\_\_\_\_

Guest Count: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Set-Up Start Time: \_\_\_\_\_

Clean-Up End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Rehearsal Time: \_\_\_\_\_

One-hour rehearsal is complementary, time cannot be guaranteed until 30 days before event.

### TIMELINE

Guest Arrival: \_\_\_\_\_

Manner of Arrival: \_\_\_\_\_

Ceremony: \_\_\_\_\_

Location: \_\_\_\_\_

Cocktails & Apps: \_\_\_\_\_

Location: \_\_\_\_\_

Meal Service \_\_\_\_\_

Location: \_\_\_\_\_

Dancing: \_\_\_\_\_

Location: \_\_\_\_\_

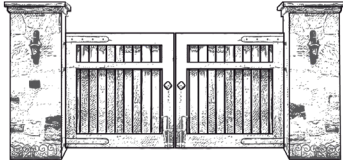
Cake Cutting: \_\_\_\_\_

Location: \_\_\_\_\_

Other: \_\_\_\_\_

Location: \_\_\_\_\_

Conclusion: \_\_\_\_\_



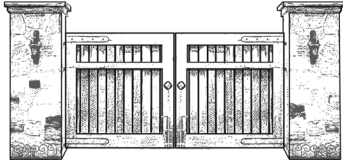
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## WEDDING VENDOR INFO

- Coordinator:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Instagram Handle: \_\_\_\_\_
- Caterer:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Instagram Handle: \_\_\_\_\_
- Bartender:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Instagram Handle: \_\_\_\_\_
- Bakery:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Instagram Handle: \_\_\_\_\_
- Florist:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Instagram Handle: \_\_\_\_\_
- Photographer:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Instagram Handle: \_\_\_\_\_



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## WEDDING VENDOR INFO

**Videographer:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Instagram Handle: \_\_\_\_\_

Phone: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

\*No Insurance  
Required\*

**Officiant:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Instagram Handle: \_\_\_\_\_

Phone: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

**Ceremony Music:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Instagram Handle: \_\_\_\_\_

Phone: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

**Reception Music:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Instagram Handle: \_\_\_\_\_

Phone: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

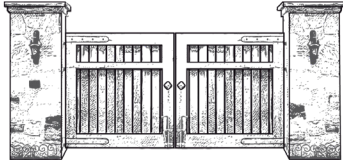
**Dancing Music:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Instagram Handle: \_\_\_\_\_

Phone: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

\*No Insurance  
Required\*

**Hair / Makeup:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Instagram Handle: \_\_\_\_\_

Phone: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_



# HOLMAN RANCH

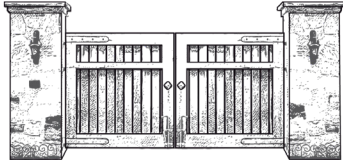
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## WEDDING VENDOR INFO

<input type="checkbox"/> <b>Other:</b> _____ Email: _____ Instagram Handle: _____	Phone: _____ Arrival Time: _____
<input type="checkbox"/> <b>Other:</b> _____ Email: _____ Instagram Handle: _____	Phone: _____ Arrival Time: _____
<input type="checkbox"/> <b>Other:</b> _____ Email: _____ Instagram Handle: _____	Phone: _____ Arrival Time: _____
<input type="checkbox"/> <b>Other:</b> _____ Email: _____ Instagram Handle: _____	Phone: _____ Arrival Time: _____
<input type="checkbox"/> <b>Other:</b> _____ Email: _____ Instagram Handle: _____	Phone: _____ Arrival Time: _____
<input type="checkbox"/> <b>Rental Company:</b> _____ Email: _____ Delivery Date / Time: _____ Description of Items: _____ _____	Phone: _____ Insta Handle: _____ Pickup Date / Time: _____





# HOLMAN RANCH

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## WEDDING INFO CHECKLIST

**In preparation for your event, please complete the information sheets on the previous pages and submit all of the required paperwork below *at least 30 days prior* to your event.**

**Please EMAIL:** [info@holmanranch.com](mailto:info@holmanranch.com)

**Contact Information:** Names & contact details for the wedding party & person in charge of planning / coordination.

**Event Information:** Date & time of event, including set-up & clean-up times, and rehearsal date / time.

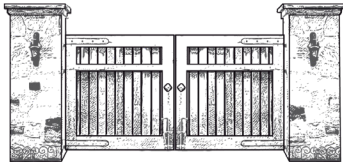
**Timeline:** A general chronology of the day (vendor arrival, guest arrival, ceremony time, end time, etc.).

**Vendor List:** Please provide names & contact information for all event vendors. Please remember that all vendors need to be insured.

**Alcohol Service:** Please provide insurance & license information for Bar Service Vendor. See your contract (Sec. 3-D) for details.

**Day of Liability Insurance:** Refer to section N of your contract. **ALL** events are required to be covered by Event Insurance.

**Vendor Insurance:** All vendors must provide proof of insurance. Refer to contract Sec. 5-N.



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## HELPFUL HINTS

**Below are a few suggestions to ensure a smooth day.**

Read your contract! It's full of great information about responsibilities and the relationship between you & Holman Ranch.

No open flames are allowed on property. All candles must be contained. Sparklers & Fireworks are **NOT** allowed. Wooden skewers may **NOT** be used when roasting s'mores.

A reminder that all amplified music and speeches must end at 10:00PM. See contract (Sec. 2-B) for local ordinance details.

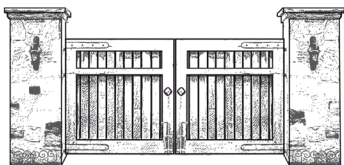
We highly recommend that you hire a coordinator & childcare to help make your event stress-free.

Noise Makers: No noise makers of any kind are permitted – it spooks our farm animals.

Wine Minimum: We don't charge a corkage fee, but have a minimum purchase requirement of Holman Ranch wines. No hassles because Holman Ranch will store wine for up to 3 months and deliver the wine to your event.

On the Wedding Day: Don;t forget to eat & drink plenty of water!

Make sure to share Holman Ranch Vendor Guidelines with each of your vendors to ensure a smooth day.



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## STAYING WITH US?



**Here are some hints & reminders in you're lodging with us.**

**Pets:** Pets are allowed in guest rooms for an additional fee. *ALL* pets must be leashed & supervised at all times.

**Cribs:** We do provide 3 pack-and-play cribs for babies. No need to pack one!

**Housekeeping:** We provide very light housekeeping.

**Game Room:** The Game Room is available for you 24 hours a day.

**Gates:** Ranch gates should be closed at all times. Gates left open invite animals into the property. Please be observant.

**Extra Nights:** Need an Extra Night? Extra nights can be arranged based on availability.