

Weddings & Events  
**HALEY MANSION**  
est. 1904

**NAMES:** \_\_\_\_\_

**DATE/TIME of DROP OFF:**

\_\_\_\_\_  
**SALEPERSON'S NAME:** \_\_\_\_\_

**PICK UP PERSON:** \_\_\_\_\_

**In order to ensure all of your items are being set up properly, please assist us by doing the following:**

- 1) **ALL** items (with the exception of any signage, etc. that can't fit properly) need to be brought in **PLASTIC TOTES** clearly marked with names, wedding date, and are numbered (Example: JONES wedding 01 01 01 **BOX 1 of 5**, ETC.)
- 2) All price tags, stickers, plastic wrap removed from each item. Batteries are pre-loaded into any item requiring them. Please provide extra batteries for the items, in case of outage.
- 3) All items must be labeled to designate their reception location. (EXAMPLE: Memory Table Photographs~ Must have a number on the back of each photo to correspond with the location indicated on the Photo "Map")
- 4) Place cards - ***in alphabetical order by last name, please***~ NOT by table numbers, if being used.
- 5) At drop off, your salesperson/banquet manager will go through the totes with you. Please plan accordingly to allow time to do so.
- 6) At the end of the reception, all items left from the reception that were set up by Haley Mansion will be returned to the totes. **BE SURE** to have designated people to take the bins at the conclusion of the reception. Thank you for your cooperation, as we will be setting up for our next event!

**RECEPTION ITEMS**

**Box #1:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Box # 2** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Box #3:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Box #4:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*\*All wedding items must be taken at the close of the reception\*\*\*\***

**NAMES: \_\_\_\_\_ ( PICK UP)**

*IF needed, ADD ON MORE BOXES, on additional sheet with Box # and contents listed, same format as Boxes 1-4*

***THANK YOU! The Haley Mansion Wedding Team***

