

THE VENUE AT

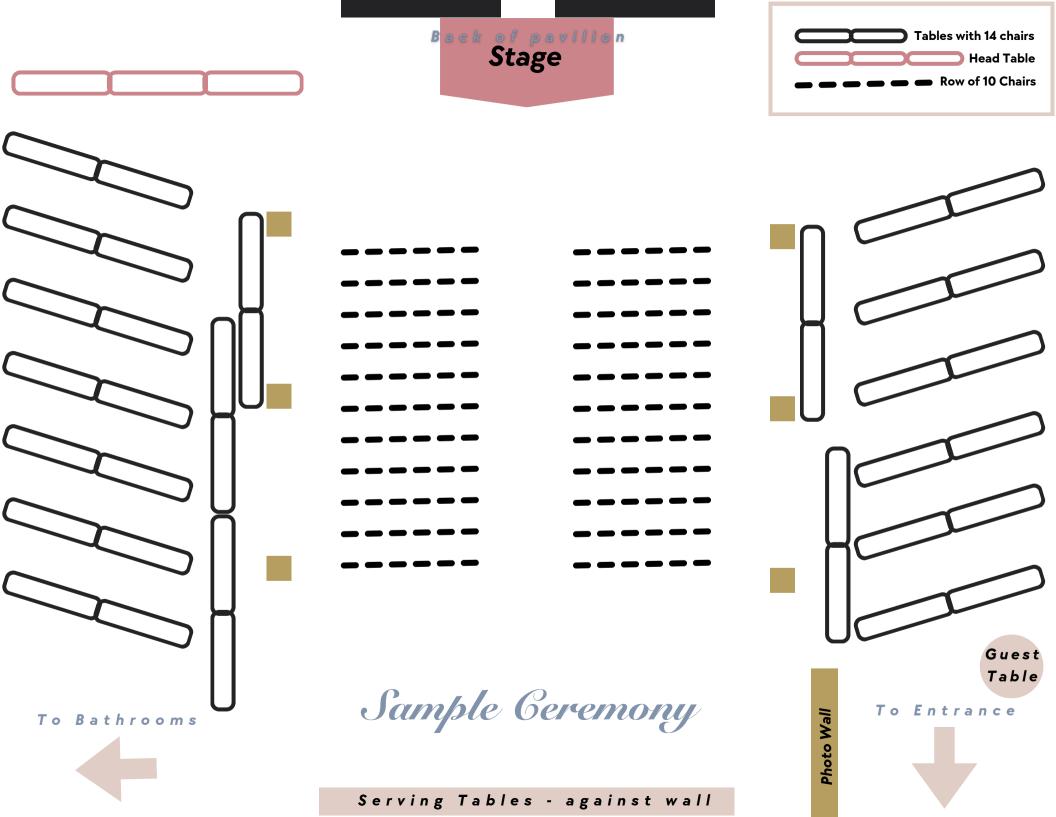
Brookhill Ranch

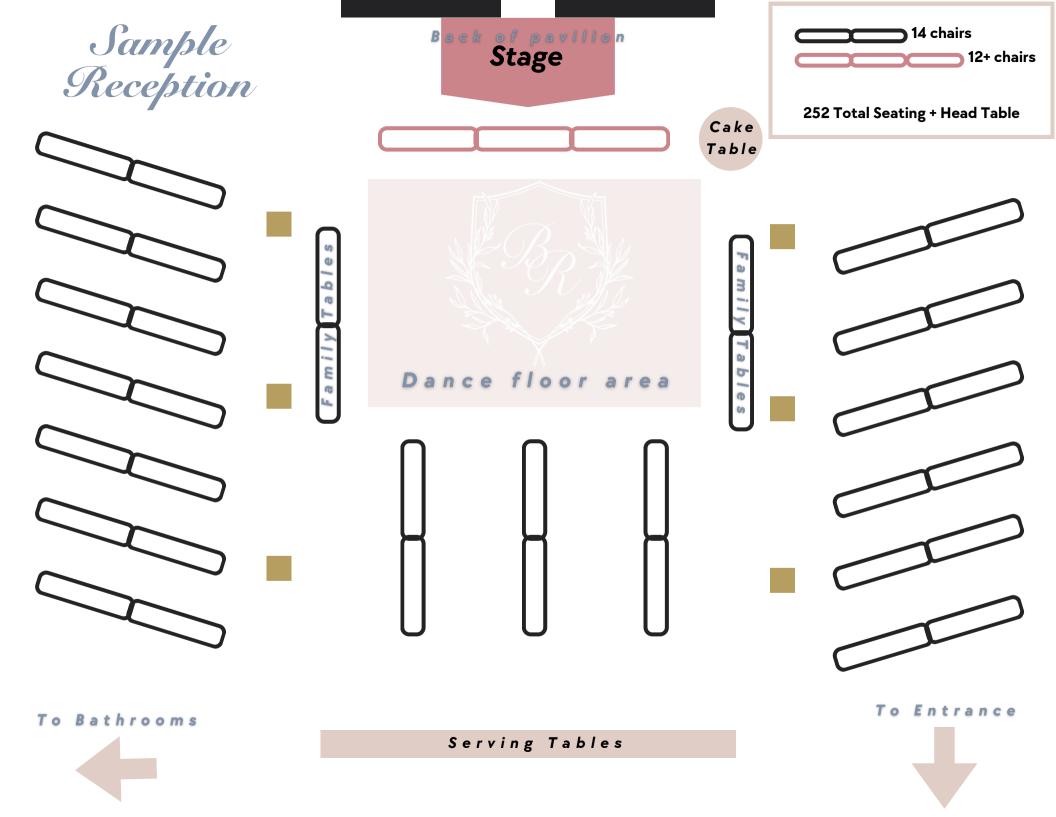
Wedding Sample

Ceremony Map

Reception Map

Room Flip Guide





Sample Room Flip

Notes:

- Post-ceremony photos will need to take place outside of the Pavilion
 - We suggest doing a first look before if wedding photos are needed inside the Pavilion
- A 10 person "team" provided by the bride and groom will be needed to accomplish this room flip quickly

- The Brookhill Team can help run the room flip, so the wedding party can focus on photos, etc.
- Set all tables exactly how you wish for them to be when guests are seated
- Move tables with at least one person on each side, so that decorations do not get messed up in the room flip process

<u>Steps:</u>

- 1. Wedding Party and Family exit Pavilion
- 2. Guests (other than "team") exit Pavilion
- 3. Move Head Table to designated area
- 4. Move Family Tables to designated areas
- 5. Move designated tables to middle of Pavilion

- 6. Pull out side tables from walls
- 7. Pull out food tables from wall
- 8. Bring out cake table
- Put chairs from the middle of the pavilion to around all guest, family, and head tables
- 10. Final walkthrough to make sure all decor and table settings look perfect!