



We hope this email finds you and your family in good health. Our community has been through a lot over the last few months, and all of us are looking forward to adapting to a new normal. While many things have changed, one thing has remained the same: our commitment to your enjoyment and safety in the time you spend with us. This continues to be our number one priority as we adapt to this new situation.

#### **More intimate events**

In times past, we have been part of celebrations with as many as 240 people. For the foreseeable future, we are going to see smaller, more intimate affairs with a strong focus on details. Your event is truly history in the making! Inside, there will be fewer seats, spaced further apart. We encourage strategic seating arrangements, keeping people who live in the same household together. Our preferred seating platform, AllSeated, has already implemented a social-distancing element to assist in space planning.

#### **Audio Visual options**

Your guest list may be shorter, but that doesn't mean your friends and family can't join in your special day. We have partnered with an audio visual company that can easily stream your ceremony and reception to friends and loved ones who cannot be there in person. They can dance, celebrate, and even give toasts!

#### **Outdoor space**

We encourage our couples to host ceremonies and receptions in our gorgeous outdoor spaces. We already are holding more intimate events utilizing in the garden, and we look forward to sharing some of those success stories with you soon!

#### **New safety protocols**

To ensure our guests' and staff's continued safety during this time we will continue to follow infection control recommendations made by the U.S. Centers for Disease Control and Prevention (CDC) and the regulations of the State of Georgia. We will continue to follow these agencies' announcements so that we remain up-to-date on any new rulings or guidance they may issue.

Some precautions we are taking immediately include:

- Our staff will wear masks at all times while on property and will be screened for Covid-19 symptoms prior to coming to work.
- Our office will communicate with you before your event to ask some screening questions.
- We have hand-sanitizing stations at entrances and throughout the Trolley Barn. While hand washing in our restrooms is preferred, we understand this might not be possible depending on guest count and event timing.
- We will disinfect all frequently touched surfaces, such as door handles, toilet handles, and faucets, throughout your event.
- Our building will be deep cleaned overnight after each event.
- We are minimizing in-person contacts and have been conducting our own meetings (including Board meetings) over Zoom.

We look forward to seeing you again and are happy to answer any questions you may have about the steps we take to still accommodate your event in this beautiful and now even safer environment. Please give me a call directly at 404.202.0580 (my cell) if you have any questions or concerns or would like to discuss how we can help you plan your next event.

Thank you for considering the Trolley Barn. We value your trust and loyalty and look forward to continuing to serve our neighbors and friends.

In good health,  
Lisa