

Name & Name

Date

At your Event Finalization Meeting we will go through and discuss the below items.

If you want to jot down any ideas, to discuss with us feel free to add your comments so we can

best see how we can make your day that much more special

(At the meeting we will confirm timings, numbers, eating layout, menus and the general running order of the day also add anything you are bringing and at the same time we add anything extra to your account, that you may wish to add on)

COLOUR OF LINEN –

DAY GUESTS –

EVENING GUESTS –

CEREMONY –

PHOTOGRAPHS –

WELCOME DRINKS –

MEAL –

CAKE CUTTING –

SPEECHES –

TEA & COFFEE –

EVENING RECEPTION –BUFFET –TOAST DRINKS –

WINE ON TABLES –

CHAIR COVERS –

THEATRE –

NICI LOUNGE –

CONSERVATORY –

FUNCION ROOM -