Couples Name

Wedding Date:

Package:

Day Guests:

Evening Guests:

Number of guests for breakfast the day after wedding:

Wedding planner:

Toast Master:

Colour Scheme:

_____

Maintenance notes:

- **Front car park closes – Yes or No**
- **Disabled Ramp – Yes or No**
- **Any other notes:**

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Arrival times:

- **Bride:**
- **Groom:**
- **Venue decorator or couple decorating:**

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Pre-Wedding Celebrations:

- **Restaurant meal needed: yes or no**
- **Number of guests:**

_____

Theatre:

CEREMONY – Time and style (theatre or ballroom)

- Chairs – covered or un-covered
- Rows – how many chairs – 5 or 6
- Reserved seating?
- Gold thrones – Yes or No

- Centre of attention flowers – yes or no
- Any other decorations?
- Music for ceremony:
- Confetti in theatre – Yes or No

Nicolini lounge

- **WELCOME DRINKS - Time - where served**
- ➢ Choice one -
- ➢ Choice two -
- **Time of photos:**
- **Photographer:**
- Bay window table: Post box or guest book?
- Any other decorations?
- Table plan & Easel?
- Canapes CYN or Couple providing

Conservatory

GUESTS SEATED:

WEDDING BREAKFAST SERVED:

SPEECHES:

Menu;

- ➢ **Starter**:
  - o Option 1:
  - o Option2:

- ➢ **Main:**
  - o Option 1
  - o Option 2:
  - o Vegetarian option:
  - o Children's option:

- ➢ **Dessert:**
  - o Option 1

- ➢ **Special diets:**
  - o

- **CAKE:** Where, when cut, when served & when and by who is delivering? cake stand, and cake knife needed
- **WINE ON TABLES**: Who suppling? Choices? How many per table
- **TOAST DRINKS:** Who suppling? Choices?
- **Corkage:** Are you providing any drinks to guests on our corkage system?
- **WATER ON TABLES** –Lemon slices and ice
- **Table Linen & Napkin design:**
- **Favours & name tags:**
- **Centre pieces**:
- **CYN candelabras needed:**
- **Conservatory chairs:** covered or uncovered
- **Table Layout**: Long top table and how many rounds?
- **Highchairs needed**: How many?
- **Any other decoration or extras**:
- **Music for wedding breakfast**:
- **Microphones needed for speeches**: Yes or No

EVENING RECEPTION – where & what time & how many?

- **Buffet menu & when served?**
- Menu

- **Evening Entertainment**: Who and when arriving

- **Table layout** – banquets or squares etc.

- **Decorations:**

- **Any extra info:**

Accommodation Notes:

- **Early check in's:**
- **Accommodation grantee met: Yes or No**