



Classical



Elegance



Grandeur



Charm

Wedding Checklist

After your Wedding Reception booking is confirmed.

ONE MONTH FROM YOUR WEDDING:

GUESTS:

- Tentative numbers
Adults, children, teenagers, working guests

ROOM SET UP:

- Your Floor Plan – discuss with your Event Coordinator
- Any equipment required (such as microphones, lecterns, easels etc)
- Decorating, what type of decorations are they bringing

CATERING:

- Menu selections
- Special dietary requirements
- Working guests meals
- Part of your cake you would like cut which will then be placed on the tea/coffee station
- If you are bringing cake bags and a cake knife
- When your beverage package will run from and to
- Do you require continued bar service after your beverage package finishes (cash bar or account)

EVENT DETAILS:

- Who your MC will be
- Any formalities or traditions to be held on the night (announcing the bridal party, grace, welcome, table photos, speeches, cutting of the cake, bridal waltz, bouquet and garter toss, circle, archway)
- Basic order of events (we will discuss with you service times etc)
What sort of entertainment you are having

CEREMONY DETAILS (if applicable):

- Who is your Celebrant
- What time guests, grooms and bridal parties will be arriving
- Equipment required
- If your guests are departing after the ceremony and before the reception

ONE WEEK FROM YOUR WEDDING:

GUESTS:

- Final numbers
Adults, children, teenagers, working guests

ROOM SET UP:

- We will collect your floor plan showing how many guests at which table and the seating positions of special diets, children, parent's tables etc
- Event Coordinator to confirm access times for the decorator to set up as well as set down.
- Organise a time for yourself or your representative to come in and set out place cards, signing register, table plan on easel, wishing wells, bonbonniere, gifts or thank you cards, cake knives, cake bags and any other decorations you may have

CATERING:

- Double check the menu and any special meals such as dietary requirements, children's meals, working guests meals

EVENT DETAILS:

- Ensure MC has running schedule, knows to introduce themselves to the staff supervisor on the day
- Reconfirm timings
- Confirm time for entertainment to set up and set down details

CEREMONY DETAILS (if applicable):

- Double check ceremony details

PAYMENT DETAILS:

- Full catering payment based on your final numbers
- Finalise the cash bar or credit card details for the bar account.

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