**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:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arrival times:**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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**:
  + Option 1:
  + Option2:
* **Main:**
  + Option 1
  + Option 2:
  + Vegetarian option:
  + Children’s option:
* **Dessert:** 
  + Option 1
* **Special diets:**

* **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**