

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)

COLOUR OF LINEN – Ivory

DAY GUESTS – 39 Adults & 2 children

EVENING GUESTS – Same as day

CEREMONY – 2:00

PHOTOGRAPHS – 2:30 – *front car park clear*

WELCOME DRINKS – 3:30 -19 bottles of Peroni & 19 glasses of Prosecco(4 bottles) 5 lemonades (Heart shaped, not initials)

MEAL – 4:30

CAKE CUTTING – After food & speeches. Have their own cake stand. Cut and put on slates for buffet.

SPEECHES – After food (2 speaking)

TEA & COFFEE – Set up station - enough for 40 people after the speeches

EVENING RECEPTION – 7:00 – Function room. Square tables. Putting their own hessian runners on table, then put our red runners (that we use for evening service) on top of them. We will need a couple of extra tables on the side as their bringing games in. (See Rachel)

BUFFET – Own pork pie & cheese wheel cake (Brining their own paper plates, just need knives)

TOAST DRINKS – 39 glasses of Prosecco & 2 Orange Juice (7 bottles of Prosecco)

WINE ON TABLES – 5 red, 5 rose, 4 white (put one rose on top for Bride) Mixture of 14 bottles on any tables. (2 bottles per table)

CHAIR COVERS – Theatre **white covers on**. White bows on all chairs except the aisle. Bringing their own red sash for the aisle.

THEATRE - **Theatre floor flat. Chairs angled.** Lanterns going down side of aisle. Our bay trees to go on stage next to thrones. **X4 rows of 5 chairs.** x2 welcome signs (1 on reception desk, 1 on easel in the theatre) Small table needed in theatre for confetti (opposite to the welcome sign).

NICI LOUNGE - Post box in the Nici lounge by bay window.

CONSERVATORY – Centerpieces – Wooden Logs & Jars. **Candelabras NOT needed. X2 wooden highchairs needed. 6 rounds & Top table.** Table plan on step ladder at bottom of conservatory stairs. Being used again in the function room in the night.

FUNCTION ROOM - Fairy lights being hung from mirror in function room (Ian to set up) Bringing own music box for the evening as there is **no DJ**.