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 knifes)

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 isle. 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.

FUNCION 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.**