



Our

Wedding Checklist



Wedding Checklist



Name: _____

Phone No.: _____

Email address: _____

Name: _____

Phone No.: _____

Email address: _____

Wedding Day + Date: _____

Venue option: _____

Number of adults: _____ Number of children: _____

Ceremony practice date + time: _____

Ceremony location + time: _____

Bridal party arrival time: _____ Guest arrival time: _____

MC: _____ Florist: _____

Photographer Name: _____

Phone No.: _____

Wedding set up/pack down: _____

Phone No.: _____

Reception start time: _____ Band/DJ time: _____

Third party stylists: _____

Food required for vendors: _____

Transport option: _____

Attach timeline of entire day: _____

Attach guest list inc. children and dietary requirements: _____

Return signed terms & conditions: _____

Notes

Tip: We can provide transport options to ensure your guests are safely transported to and from your special day.

Tip: We offer white linen napkins to add a touch of elegance to your beautiful reception!



Wedding Checklist



Menu

Please see our website for menu options available
– formal sit-down + canapé style

Starter: _____

_____ Time: _____

Entrée: _____

_____ Time: _____

Main: _____

_____ Time: _____

Dessert: _____

_____ Time: _____

Cake: _____

_____ Time: _____

Children: _____

_____ Time: _____

Canapés: _____

_____ Time: _____

Dietary requirements: _____

Notes

Large grey rectangular area for taking notes.



Wedding Checklist



Drinks

Please see our website for our full range of beverages and packages – fully licensed till 12pm – no BYO

Tab Amount: _____ Time: _____

Contact for Tab: _____

Bridal Party Allowances [e.g. spirits]: _____

Guest Allowances [e.g. parents]: _____

Drink Package: _____

_____ Time: _____

Cash Bar: _____ Time: _____

Bridal Esky: _____

_____ Time: _____

Notes

Tip: We can mix drink accounts - for example; 4pm-6pm cash bar then drink package. You are not locked into picking a drink package, it is all your choice.



Wedding Checklist



Table Layout

Tip: We have long tables or round tables. All examples are found on our website. We can design a layout appropriate for your reception size.



Wedding Checklist



Timeline Example

Groom Preparation: 10:30am

Florist arrival: 9am

Bride Preparation: 8:30am

DJ/Band arrival: 9am

Groom arriving at ceremony: 2:30pm

Decorations arrival: 9am

Guest arrival: 2:45pm

Bus pick up: 2:15pm

Bride arrival: 3pm

Decoration collection: 11:30pm

Ceremony begin: 3pm/3:15pm

Cake delivery: 9am

Family photos: 3:45pm-4pm

Vendor delivery: _____

Bridal party photos: 4pm - 5:50pm

Vendor delivery: _____

Starters served: 5pm

Vendor delivery: _____

Cash bar: 2pm-6pm

Extras: _____

Drink package begins: 6pm

Extras: _____

Guests enter reception: 5:45pm

Extras: _____

Bridal party introductions: 5:50pm

Extras: _____

Cut cake: 6pm

Extras: _____

Entrees served: 6:15pm

Extras: _____

Mains served: 7pm

Extras: _____

Speeches: 7:45pm-8pm

Extras: _____

Dessert: 8:15pm

Extras: _____

First dance: 8:30pm

Cash bar: 10:30pm-11:30pm

Bus arrive: 11:15pm

Reception ends: 11:30pm



Wedding Checklist



Your Timeline

Groom Preparation: _____

Bride Preparation: _____

Groom arriving at ceremony: _____

Guest arrival: _____

Bride arrival: _____

Ceremony begin: _____

Family photos: _____

Bridal party photos: _____

Starters served: _____

Cash bar: _____

Drink package begins: _____

Guests enter reception: _____

Bridal party introductions: _____

Cut cake: _____

Entrees served: _____

Mains served: _____

Speeches: _____

Dessert: _____

First dance: _____

Cash bar: _____

Bus arrive: _____

Reception ends: _____

Florist arrival: _____

DJ/Band arrival: _____

Decorations arrival: _____

Bus pick up: _____

Decoration collection: _____

Cake delivery: _____

Vendor delivery: _____

Vendor delivery: _____

Vendor delivery: _____

Extras: _____

Extras: _____

Extras: _____

Extras: _____

Extras: _____

Extras: _____

Extras: _____

Extras: _____

Extras: _____

Tip: If you'd prefer a seated reception - all speeches should be scheduled after meal service to ensure the guests are quite relaxed.