

Let's do this.



COUPLES DETAILS

Partner 1 name:

Partner 2 name:

Partner 1 parents:

Partner 2 parents:

Wedding party 1:
 Name
 Contact

Wedding party 2:
 Name
 Contact

Wedding Date:

Ceremony start time:

Reception start time:

On the day contact details:

W
E
D
D
I
N
G
T
I
M
E
L
I
N
E

FAQ

Size of Marquee: 18m x 10m

Size of slab luxury curved marquee 10m x 18m

Size of clear luxury curved marquee 10m x 12m

Size of tables: Rustic Folding Table x 20 (195cm (W) x 81cm (D) x 73cm (H)

Rustic Trestle Table x 3 (SMALL – 150cm (W) x 81cm (D) x 73cm (H)

Rustic Trestle Table x 3 (LARGE – 240cm (W) x 81cm (D) x 73cm (H)

Lighting in marquee: LED dimmable strip lighting

Coldroom: 255cm (W) x 175cm (D) x 225cm (H)

Ice Freezer: 180cm long

VENDORS

MC time set up

Name

Contact

Officiant time set up

Name

Contact

Photographer time set up

Name

Contact

Videographer time set up

Name

Contact

Florist time set up

Name

Contact

Cake time set up

Name

Contact

Caterer time set up

Name

Contact

Transport time set up

Name

Contact

Lighting time set up

Name

Contact

Wedding Stylist time set up

Name

Contact

On the day Management Co-ordinator

Name

Contact

Bar

Alcohol drop off time

PA/Microphone *Will you be plugging in device to play music, if so type?*

Wedding rehearsal date time

Entertainment

Name

Contact

WEDDING RUN SHEET

Ceremony start time:

Cocktail hour:

What time would like drinks to start to be served from The Lookout Bar?

Is there any Limitations on the drinks: eg no spirits/cocktails until dinner time etc?

Reception start time:

Grand entrance

First dance

Dinner

Speeches

Cutting of Cake

Last drinks called at 10.50pm

Bridal party send off

Venue closed 11.00pm

Please mark where you would like dance floor, wine barrels etc.

W
E
D
D
I
N
G
T
I
M
E
L
I
N
E

CEREMONY

Where would you like the ceremony to be set up?

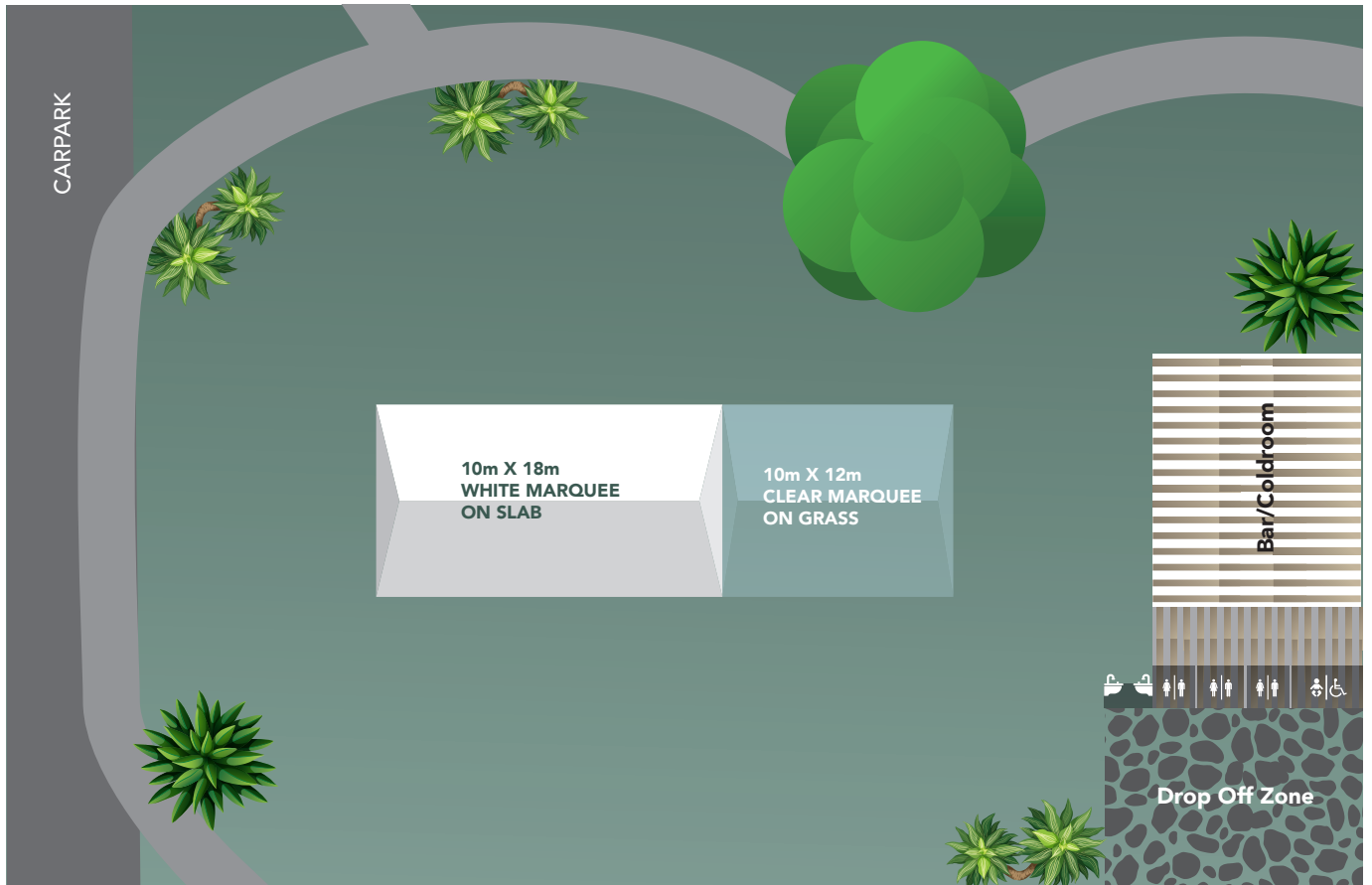
Which arbour?

How many chairs (max 40 - more can be arranged by agreement)?

How many rows?

RECEPTION

Table layout- how would you like your table sets? Please explain in detail bridal table positioning - tables lined eg Bridal table - north facing, west facing



BUMP OUT - DAY AFTER

Arrival to start the clean up/pack down:

Vendors arriving to pack down items: