

# BRIDE AND GROOM CHECK LIST

## THE MEETING APPROX 4 WEEKS BEFORE THE WEDDING

### MUSIC FOR CEREMONY & RECEPTION

MUSIC FOR ENTRANCE		<input type="checkbox"/>	ORIGINAL RECORDING'S OR YOU CAN
MUSIC FOR SIGNING REGISTER X 2	8 MINS	<input type="checkbox"/>	BURN ON A CD/R PUTTING THEM IN
MUSIC FOR EXIT		<input type="checkbox"/>	THE ORDER OF PLAY
MUSIC FOR 1ST/2ND DANCE		<input type="checkbox"/>	
MUSIC FOR LAST DANCE		<input type="checkbox"/>	
BACKGROUND MUSIC FOR MEAL		<input type="checkbox"/>	WE CAN SUPPLY THIS
ORDER TAXI'S 11.45/1200	12.00PM	<input type="checkbox"/>	
PUBLIC LIABILITY INSURANCE FORM		<input type="checkbox"/>	OWN DISCO/LIVE BAND/OTHER ENTERTAINER
CHEQUE FOR FINAL BALANCE		<input type="checkbox"/>	

### DRINKS PACKAGE

CHOICE OF RECEPTION DRINKS	<input type="checkbox"/>
CHOICE OF WINE WITH DINNER	<input type="checkbox"/>
CHOICE OF SPARKLING FOR TOAST	<input type="checkbox"/>
PAYMENT FOR DRINKS PACKAGE	<input type="checkbox"/>

PLEASE ENSURE GUESTS DO NOT BRING ANY ALCOHOL ONTO PREMISES

### TIMINGS

#### DAY OF WEDDING

TIME FOR CAKE ARRIVING	After 10 AM	<input type="checkbox"/>	ON THE DAY OF WEDDING
TIME FOR FLOWERS ARRIVING	After 10 AM	<input type="checkbox"/>	ON THE DAY OF WEDDING

#### ON DAY OF MEETING THE MANAGER

#### **1 OR 2 DAYS BEFORE THE WEDDING**

TABLE PLAN FOR EASEL	<input type="checkbox"/>
TABLE PLAN FOR MANAGER	<input type="checkbox"/>
TABLE NUMBERS/NAMES	<input type="checkbox"/>
PLACE NAMES	<input type="checkbox"/>
TABLE CONFETTI	<input type="checkbox"/>
MIRRORS	<input type="checkbox"/>
TEE LIGHTS	<input type="checkbox"/>
FAVOURS	<input type="checkbox"/>
GIFTS	<input type="checkbox"/>
DEBIT CARD/CHEQUE/CASH FOR BAR TAB	<input type="checkbox"/>
CAMERA'S	<input type="checkbox"/>
GUEST BOOK	<input type="checkbox"/>

SHOW UNDER 18'S AND HIGH CHAIRS  
**PLEASE NOTE: PLACE NAMES MUST BE IN A SEPARATE ENVELOPE FOR EACH TABLE**  
 NO HELIUM BALLOONS  
 NAKED FLAME CANDLES CANNOT BE PUT OUT IN THE EVENING.  
 NO FELT TIP PENS/CRAYONS ETC TO BE BROUGHT IN FOR CHILDREN.  
 ALCOHOL NOT TO BE BROUGHT ONTO THE PREMISES.

PLEASE REMIND GUESTS THAT WE DO HAVE A LARGE OPEN POND, THEREFORE CHILDREN MUST BE SUPERVISED AT ALL TIMES

WE DO NOT SUPPLY ANY HIGH CHAIRS, PARENTS MUST BRING IN THEIR OWN

PLEASE DO NOT PUT ANY CHILDREN OR OAP'S ON THE STAGE FOR THE MEAL

PLEASE INFORM ANY OF YOUR GUESTS UNDER THE AGE OF 21 THAT WISH TO CONSUME ALCOHOL ON OUR PREMISES THAT THEY MUST BE ABLE TO PRODUCE PROOF OF AGE ID