

WEDDING RUN SHEET

**Wedding of:** (Bride & Groom)

**Date:**

**Vendor contact numbers:**

* **Best contact on the day from Bridal Party/Family:**  0400 234 234
* **Photographer:** 0400 234 234
* **Band:** 0400 234 234
* **Florist:** 0400 234 234
* **MC:** 0400 234 234
* **Celebrant:** 0400 234 234
* **Caterer:** 0400 234 234

**Guest numbers: (Please specify number of adults and kids)**

**TIMINGS: (EXAMPLE RUN TIMES & DETAILS BELOW FOR A SPRING/SUMMER WEDDING)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Item** | **Supplier/s required** | **Notes/Details** |
| **DAY PRIOR** |
| 1200-1600 | Venue open and Event Manager on site  | Event Manager / Bride & Groom | Final check of table set up, name cards put in place etc |
| 1200-1600 | If BYO package has been selected, all drinks and ice to be delivered into cool room |  |  |
| 1400 | Check in at Farmhouse available  |  |  |
| **DAY OF WEDDING** |
| 1000 | Venue open for bump in | Event Manager  | Event Manager onsite  |
| 1100 | Florist arrives at venue | Florist | Arbour installation & table arrangements  |
| 1100 | Hair & makeup – bride  | Hair & Makeup  | Bride’s accommodation Coffee and food available  |
| 1130 | Caterer on site  | Catering  |  |
| 1200 | Photographer arrives  | Photographer  | Bride’s accommodation  |
| 1230 | Candid family/bridal party shots  | Photographer | Bride’s accommodation |
| 1330 | Groom & Groomsmen dressed and photographed  | Photographer to move to Groom’s residence  | Groom’s accommodation  |
| 1400 | Band set up | Band | Audio check |
| 1500 | Groom’s transport arrives at accommodation | Transportation provider  |  |
| 1500 | Bride’s transport arrives at accommodation  | Transportation provider  |  |
| 1530 | MC onsite  | MC |  |
| 1530 | Celebrant onsite  | Celebrant  | Audio check |
| 1545 | Groom arrival at venue |  |  |
| 1545 | Guest arrival at venue |  |  |
| 1600 | Bride arrival at venue |  | Hidden from view of guests |
| 1600 | Bar ready, drinks iced down | Catering/venue |  |
| 1600 – 1630 | Ceremony  | CelebrantBand  |  |
| 1630-1640 | Registry signing  | Celebrant  |  |
| 1645 - 1830 | Drinks and canapes service commences  | Caterer | Served in the Ceremony Garden  |
| 1645-1830 | Photos  | Photographer  | In the Ceremony Garden |
| 1830 | MC to invite everyone to be seated  | MC | Bride & Groom get ready to enter  |
| 1845 | Bridal Party enter hall | Photographer  |  |
| 1845-1900 | MC welcoming address | MC | Housekeeping and formalities  |
| 1900-2000 | Main course served and cleared  | Caterer | (Adjust times as needed if two courses are served) |
| 2000 | Speeches commence  |  | (5-8 minutes per speech) |
| 2030 | Glasses topped up for cake cutting  | Bar staff |  |
| 2030 | Bride and Groom speeches  |  |  |
| 2040 | Cutting of the cake & toast to Bride and Groom |  |  |
| 2050 | Dancing commences  | Band |  |
| 2120 | Dessert served  | Caterer |  |
| 2230 | Late night supper served (optional) | Caterer | (If serving) |
| 2330 | Last drinks called  |  |  |
| 2345 | Bride and groom depart  | Transportation  |  |
| 2400 | Event concludes and guests depart  | Bus waiting  |  |