

BLUE WREN FARM

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	Celebrant Band	
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	