

# — Wedding Planning Checklist.

We plan to offer all assistance to you both to take all the guess work out of planning your wedding. Below is a list of key items that we need to confirm throughout the planning process and the earlier we confirm these, the more organized you will be with less to think about in the last weeks leading up to the big day. Don't be overwhelmed by the list... it's a guide and all items may not be applicable to your wedding.

## CEREMONY:

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1. Ceremony location: The Lakeside Lawn | The Hennerly Lawn | Other: \_\_\_\_\_
2. Ceremony upgrade options: The Rose Garden | The Blossom Garden
3. Marriage Celebrant: \_\_\_\_\_
4. Once you have confirmed your celebrant, please confirm that they have their own portable PA system ☐
5. Will you be organizing any live musicians to play during your ceremony? Yes | No | If yes, details: \_\_\_\_\_
6. Will you be using Gledswood's signing table & chairs? Yes | No | If no, details: \_\_\_\_\_
7. Drop off point for bride & bridesmaids: Rear of Cask Room | Convict Lock Up | Office | Other: \_\_\_\_\_
8. Will you be styling your ceremony location? Yes | No | If yes, details: \_\_\_\_\_
9. We recommend you organize a ceremony rehearsal, but this is entirely up to you. If you would like to organize one, we are happy to book a suitable time.

## PRE-DINNER DRINKS & CANAPES:

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1. Pre-dinner canapes whilst the bridal party photos are taken around the grounds
2. Venue for pre-dinner drinks: ☐ Cellar Door ☐ The Hennerly ☐ Gledswood Room verandah ☐ Other: \_\_\_\_\_
3. Beverages during this period are **not** included in the reception package
4. Beverage options: ☐ bar tab – you set the limit ☐ guests to purchase their own - If guests are to purchase their own drinks, be sure to let them know on the invitation
5. Will you be organizing any live musicians to play during pre-dinner canapes? Yes | No | Included in my package If yes, details: \_\_\_\_\_
6. Will you be arranging for any styling to be done for this time? Yes | No If yes, details: \_\_\_\_\_

## RECEPTION:

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1. Your wedding reception will be in the: ☐ Country Room ☐ Cask Room ☐ Gledswood Room
2. You have provided us with the guaranteed number of guests attending your wedding. If there are any changes to the guest numbers, please let us know as soon as possible.
3. The Wedding Package that you have selected: \_\_\_\_\_
4. Entertainment & MC is an important part of the reception. The wedding package you have selected may include Gledswood's DJ/MC. The one person does both roles. Where your package includes the DJ/MC, we will book them for you and arrange for you to be contacted to discuss the details of your reception. You can also have a friend/family perform MC duties.
5. Will you be having a bridal table backdrop? Yes | No If yes, details: \_\_\_\_\_
6. Ceiling draping and lighting are inclusions in both the Country & Cask rooms. In the event that you wish to have the ceiling draping removed, additional charges will apply.
7. Table centerpieces can be arranged by our team. Your centrepeice choice: \_\_\_\_\_
8. Guest table numbers are necessary to ensure guests sit in the correct spot. Table number choice: \_\_\_\_\_
9. The guest seating chart is placed at the entry to your reception to direct guests to their seat. Will you be doing your own seating chart? Yes | No If no, details must be provided to our team at least two weeks prior to your wedding.
10. Your wedding cake is a masterpiece and should be showcased well. Cake table options: ☐ Wine barrel ☐ Square skirted table ☐ Other: \_\_\_\_\_
11. Our standard reception chairs are black padded felt chairs with gold frame. Chair upgrades: ☐ Bentwood ☐ Tiffany
12. Will you be bringing a stylist in to decorate your reception? Yes | No If yes, please provide details of what is being arranged as this will need to be factored into the bump in and bump out schedule. Details: \_\_\_\_\_
13. It is important to advise our team of any additional things you will be adding to your reception. This may include: photobooth, entertainment, lolly buffet, fireworks, etc. Any supplier coming into the venue for your reception must make contact with the venue prior to your wedding date. Any supplier not advised to our team will not be allowed to access the venue. Extras being planned: \_\_\_\_\_
14. Gledswood preferred suppliers should always be used as a first option. Please talk to your Event Coordinator regarding our suppliers. Any external supplier will need to be approved by management prior to being granted access to the venue.
15. A list of third party suppliers being contracted for your wedding must be supplied prior to your wedding day:

Celebrant: \_\_\_\_\_

Florist: \_\_\_\_\_

Photographer: \_\_\_\_\_

Wedding cake: \_\_\_\_\_

Videographer: \_\_\_\_\_

Photobooth: \_\_\_\_\_

DJ/MC: \_\_\_\_\_

Entertainment: \_\_\_\_\_

— Notes.

