

General	NOTES
Partner 1	
Partner 2	
Wedding Date	
Phone Number (Partner 1)	
Phone Number (Partner 2)	
Email	
New titles once married	<i>This will be needed for the MC recommended announcement list which we can write for you</i>
Spaces Booked	
Gwynne House Night Before	<i>Includes continental breakfast on morning of wedding. Let us know whether you want tea, coffee and orange juice with this. Let us know the number of guests staying. Breakfast will be served at 9.30am. Please let us know any special dietary requirements for breakfast. You might want to preorder some bubbly for drinking while getting ready.</i>
Gwynne House Getting Ready	<i>Check-in at 8am</i>
Ceremony (Good Weather)	<i>It is now legal to have the whole ceremony outside on the roof terrace (including the signing). You used to have to do the signing part indoors.</i>
Ceremony (Bad Weather)	<i>A back-up indoor ceremony space will be reserved for you free of charge</i>
Drinks Reception (Good Weather)	
Drinks Reception (Bad Weather)	
Main Meal	
Evening Party	
Gwynne House Wedding Night	<i>Includes full cooked English breakfast morning after wedding. Please let us know whether you want these to be veggie or meat and whether you want tea, coffee and orange juice. Let us know the number of guests staying. Breakfast will be served at 9.30am. Please let us know any special dietary requirements for breakfast.</i>
Turnarounds required	
Guest Numbers	
Total number of day guests	
Over 18s	
12-17s	<i>This age group will dine from the adult menu</i>
2-11s	<i>This age group will dine from the kids menu</i>
Under 2s	<i>You may want to order meals for this age group from the kids menu</i>
Number of evening guests (inc. day guests)	

Disabled guests/motility issues	<i>You may want to position guests with wheelchairs near the door to the access the loos on the seating plan. Let us know whether guests with wheelchairs need a normal chair for the meal.</i>
Important Persons	
Photographer	<i>Please send us details of what photos you'd like to do when. E.g. group photos on the terrace, couple shots up Gwynne Street, whole wedding party shot on Old Bridge. You might want to invite your photographer to the venue to take a look around and plan shots before the wedding day</i>
Videographer	
Day Caterer	
Evening Caterer	
DJ	<i>The DJ typically sets up in the turnaround time between the meal and the evening party. They usually start playing background music from the time the evening guests start arriving. The disco starts with the first dance.</i>
Band	<i>If you are having a band, they usually start with the first dance. Then they usually play two sets with a gap in between. You might want to put on a playlist on a device for times when the band isn't playing. The band usually set up in the turnaround time between the meal and evening party.</i>
Wedding Stylist	
Florist	<i>Flowers can be delivered from 8.30am on the morning of the wedding</i>
Cake Supplier	<i>The cake can be delivered from 8.30am on the morning of the wedding</i>
Who is giving the bride away?	
Bridesmaids (in order walking down the aisle)	<i>Please provide us with a seating plan for the ceremony for the first three rows. Those walking in the processional will need to know where their seats are when they get to the front (we can remind them on the day). We will print copies of the seating plan for the groomsmen to help guests find their seats. Please note roof terrace ceremonies are 3-a-side, whereas the other ceremony spaces are 4-a-side.</i>
Maid of Honour	
Best Man	
Master of Ceremonies	<i>Please select one of your friends or family to make the announcements on the day</i>
Order of Speeches	<i>Plan for the speeches being about 10 minutes each.</i>
Photobooth	<i>Where and when would you like this to set up? Is a table required?</i>
Registrar	<i>Please book your registrar separately with Herefordshire Registrars Service. Let us know what time you have booked your ceremony for.</i>
Schedule	
Check into Gwynne House Day Before	

Bridal Party Getting Ready (Where & When)	
Groom & Groomsmen Getting Ready (Where & When)	
Wedding Party decorating space	<i>If we have no event the day before you can dress the spaces then. Otherwise the spaces will be available to dress from 10am on the morning of the wedding. If you would prefer our team to do this for you we can. You can drop of all wedding items with us the day before.</i>
Supplier Arrival (create row for each supplier)	
Groom & Groomsmen arriving to venue	<i>We recommend the Groom arrives 1 hour before the ceremony is scheduled to start. We expect guests will start arriving from 30 minutes before the scheduled start.</i>
Ceremony start time	<i>We recommend a 2pm ceremony start time. This gives enough time to get everything done before your evening guests arrive.</i>
Ceremony entrance details (good weather)	<i>All guests need to take their seats 10 minutes before the ceremony is due to start. When the wedding party arrive, the registrar will talk with the bride. Then when the bride is ready we will let the registrars know and they will commence the ceremony.</i>
Ceremony entrance details (poor weather)	
Ceremony exit details and confetti line (good weather)	<i>We recommend having a confetti line outside the main entrance of the Left Bank leading the way onto the Old Bridge for a group photo. Or for De Koffie Pot weddings we recommend having a confetti line outside the double doors of De Koffie Pot leading the way onto the decking area for drinks. Groomsmen/Bridesmaids should hand out confetti. Or you can do natural confetti where confetti is just thrown during the recessional as bride and groom walk back up the aisle. In this scenario Groomsmen/Ushers should hand out confetti during the signing. You will need to buy the confetti for your guests as guests don't usually remember to bring it.</i>
Ceremony exit details and confetti line (poor weather)	
Special complimentary drinks for B&G	<i>At the end of the ceremony bride and groom walk straight to private location for special complementary drinks while the confetti line is being formed. Let us know what you would like these to be.</i>
Drinks Reception	<i>We recommend a drinks reception of 1hr 15 mins or 1 hr 30mins</i>
Call to be seated	<i>This will be 15 minutes before meal is served. Once all guests have taken their seats, MC can announce bride and groom into meal. Bride and groom take their seats which is signal for guests to sit down and then background music is faded in.</i>
Meal served	
Speeches	<i>We recommend these are done after the meal, but you can do them at the start of the meal if you prefer.</i>

Turnaround to the evening party	<i>We encourage guests to explore The Left Bank Village during the turnaround from the day set-up to the evening set-up. This usually takes about 45 mins. They could visit Charles' Bar for cocktails or the Floodgates Bar on the ground floor of The Left Bank, or visit De Koffie Pot. We recommend a tea/coffee self-service station in your wedding space for those that want to stay put. Or you may want to have tea/coffee with a minted chocolate served to the table as a 4th course.</i>
Evening guests arrive	<i>We recommend evening guests arrive at 7.30pm</i>
Throwing of the bouquet	<i>8pm recommended time (in the Left Bank you can throw the bouquet from one terrace onto the other if you like!)</i>
Official cutting of the cake	<i>8.15pm recommended time</i>
First Dance	<i>8.30pm recommended time. Wedding cake will be cut and served immediately after.</i>
Evening food	
Group photos	<i>In round part of River Terrace during drinks reception</i>
Whole wedding party photo	<i>Confetti line outside the front of LB, leading way onto Old Bridge for big group photo</i>
Couple photos	<i>Juliette balcony in Bridge Room, Sunset Photo Walk during Turnaround</i>
Sound	
Ceremony music media	<i>The best media for this is burning the tracks onto a CD. Otherwise the tracks can be provided on a device like an IPOD or iPhone</i>
Entrance song	
Signing song 1	
Signing song 2	
Signing song 3	
Exit song	
Confetti line song	
Readings	
Drinks reception music	<i>We can play our easy-listening play-list or you can provide a playlist</i>
Music for during the meal	<i>We can play our easy-listening play-list or you can provide a playlist</i>
DJ set up	
DJ set timings	
Live musician set up	
Live musician set timings	
Who is playing first dance song	
What is first dance song	
DJ Location	
Band Location	<i>Please note that bands can not play outside on the terraces due to noise-limit rules</i>

Drinks	
Drinks reception - alcoholic	<i>You can have a 50/50 split of two different drinks if you prefer</i>
Jugs of sparkling elderflower	<i>We highly recommend you provide a non-alcoholic alternative</i>
Jugs of orange juice	
Complimentary squash for children	
Red wine	<i>If you are providing table wine, please provide a minimum of two bottles per table.</i>
White wine	
Rose wine	
Toasting prosecco	
Tea and coffee served to table with m/choc	
Tea & coffee self-service with m/choc	
Bar tab	
App/Bar details	
Water (Water for bridal party, Kilner with drinks reception, carafes on the meal tables)	
Drinks tab for photographer	<i>We recommend a £10/£20 tab depending on the length of the day</i>
Drinks tabs for musicians	
Food	
Canapes (list five choices)	<i>Please let us know your choices from the canapes menu. You should select five options.</i>
Main meal - starter choices	
Main meal - main course choices	
Main meal - dessert choices	
Children - starter	
Children - main course	
Children - dessert	
Buffet	<i>If a buffet is being served as the main meal. Guests will be called up by table. The buffet will be a reflection style buffet so that guests can queue from each end and the food is the same</i>
Have we received seating plan?	<i>Please send us a list of all the meal choices and a seating plan showing the table arrangement. Please use the guidance document we have sent you to help you make this. Please send us the meal choices list and seating plan by 1 month before the wedding date.</i>
Evening food	<i>Let us know what your guests special dietary requirements are. We can provide vegan and gluten-free options for all of our evening foods.</i>
Evening food quantity	<i>Our policy is that you cater for the number of evening guests you are expecting, so no guests go without.</i>

Have we received the allergen form?	<i>Please send us back the allergen form. You need to fill out any food allergies/intolerances your guests have on their behalf.</i>
Allergen details	
Meal for photographer	<i>Please add his meal to your meal choices list if you are happy to offer him a meal. They will eat in a separate area.</i>
How many tiers of wedding cake to be cut (we will cut and serve with forks, side plates and napkins)	<i>We recommend you save the top tier to take home and cut up the rest. Or if each tier is a different flavour, save half of each tier to take home.</i>
Evening Food Location	
Furniture and Décor	
Easel for seating plan	<i>We can provide an easel</i>
Type of top table	<i>This could be round or rectangular on the River Terrace. It is rectangular in De Koffie Pot.</i>
Position of top table	
Number of guests at top table Inc Bride and Groom	
Type of guest tables	<i>These are typically round tables on the river terrace. These are banquet style in De Koffie Pot.</i>
No. of guest tables	
No. of guests on each guests table	
High chairs	<i>We can provide these.</i>
Table Flowers	
Registrar's Desk	<i>You can borrow flowers from the meal tables for the registrars desk. Often a long display on the top table can also work well for the registrars desk.</i>
Ceremony chairs	
Meal chairs	
Meal tables candles and holders	<i>We can provide these but you may prefer to bring your own.</i>
Meal table centrepieces	
Favours	<i>No alcoholic favours are permitted for health and safety reasons.</i>
Place names	
Table names/numbers	<i>Please provide these for your meal tables</i>
Linen table cloths	<i>White or black linen table cloths are included in the hire for Left Bank weddings. Hessian Runners are included in the hire for De Koffie Pot weddings.</i>
Linen napkins	<i>White linen napkins are included in your wedding hire</i>
Are the B&G providing runners?	
Wedding cake table	<i>We can provide this</i>
Guest book table (we recommend you purchase a nice pen to go with this)	<i>We can provide a table for your guest book</i>
Sweets table	
Kids area	

Card box	<i>We can provide a card box or you may prefer to provide your own. We recommend this goes in your ceremony room. You may wish to move it later on for when the evening guests arrive.</i>
	<i>Left over cake will be in the chiller, wedding decs will be left to one side or in a cupboard in the wedding room, card box will be in the safe</i>