

Wedding Meeting Questions

General Information
Bride
Groom
Wedding Date
Phone Number (Bride)
Phone Number (Groom)
Email
Spaces Booked
Gwynne House Night Before
Gwynne House Getting Ready
Ceremony (Good Weather)
Ceremony (Bad Weather)
Drinks Reception (Good Weather)
Drinks Reception (Bad Weather)
Main Meal
Evening Party
Gwynne House Wedding Night
Breakfasts in the Den
Guest Numbers
Over 18s
12-17s
2-11s
Under 2s
Number of evening guests (inc. day guests)
Important Persons
Photographer
Videographer
Day Caterer
Evening Caterer
DJ
Band
Wedding Stylist
Florist
Cake Supplier
Who is giving the bride away?
Bridesmaids (in order walking down the aisle)
Maid of Honour
Best Man
MC

Wedding Meeting Questions

Order of Speeches
Photobooth
Registrar
Schedule
Check into Gwynne House Day Before
Bridal Party Getting Ready (Where & When)
Groom & Groomsmen Getting Ready (Where & When)
Wedding Party decorating space
Supplier Arrival (create row for each supplier)
Groom & Groomsmen arriving to venue
Ceremony
Drinks Reception
Call to be seated
Meal served
Speeches
Turnaround to the evening party
Evening guests arrive
Throwing of the bouquet
Cutting of the cake
First Dance
Evening food and wedding cake served
Group photos
Whole wedding party photo
Couple photos
Sound
Ceremony music media
Entrance song
Signing song 1
Signing song 2
Signing song 3
Exit song
Confetti line song
Readings
Drinks reception music
Music for during the meal
DJ set up
DJ set timings
Live musician set up

Wedding Meeting Questions

Live musician set timings
Who is playing first dance song
What is first dance song
Drinks
Bridal party getting ready drinks
Groom and Groomsmen drinks
Pre-ceremony drinks
Drinks reception - alcoholic
Jugs of sparkling elderflower
Jugs of orange juice
Complimentary squash for children
Red wine
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 (Kilner for getting ready, Kilner with drinks reception, carafes on the meal tables)
Drinks tab for photographer
Drinks tabs for musicians
Food
Canapes (list five choices)
Main meal - starter choices
Main meal - main course choices
Main meal - dessert choices
Children - starter
Children - main course
Children - dessert
Have we received seating plan?
Seating plan should be labelled with guest names, guest meal choices key, special dietary requirements, children's ages, disabled guests, high chairs, number of bottles of wine at each table, table numbers/names, show table arrangement
Evening food

Wedding Meeting Questions

Evening food quantity
Have we received the allergen form?
Allergen details
Meal for photographer
How many tiers of wedding cake to be cut (we will cut and serve with forks, side plates and napkins)
Furniture and Décor
Easel for seating plan
Type of top table
Position of top table
Number of guests at top table Inc Bride and Groom
Type of guest tables
No. of guest tables
No. of guests on each guests table
High chairs
Table Flowers
Registrar's Desk
Ceremony chairs
Meal chairs
Meal tables candles and holders
Meal table centrepieces
Favours
Place names
Table names/numbers
Linen table cloths
Linen napkins
Hessian runners
Wedding cake table
Guest book table
Card box
Other Events
Gold Room
Bridge Room
River terrace
Charles Bar Roof Terrace
Charles Bar
UDKP

Wedding Meeting Questions

DKP
Gallery Space
Courtyard
Speakeasy
Gwynne House