

General Information	
Spreadsheet up to date as of this date	
Bride's Name	
Groom's Name	
Wedding Date (Day/Date/Year)	
New titles once married	
Sending revised invoice	
Refund Information	
Spaces Booked (Space/Hire from what time)	
Ceremony Space	
Please note for roof terrace lawn ceremonies, the signing part of the ceremony must be conducted inside for your marriage to be legal.	
Back up Indoor Ceremony Space	
Drinks Reception Space	
Main Meal Space	
Disco Space	
Courtyard Use	
Gwynne House and Keys	
Entrances and Exits	
Lifts	
Loos and Cloakroom	
Main Scheduled Items	
Arrival of the Groom	
Arrival of the Guests (Use of CB)	
Arrival of the Bride	
Ceremony Start	
Drinks Reception Start	
Main Meal - Call to be seated	
Main Meal - Service	
Speeches Start	
Speeches End	
Tea/Coffee	
Evening Guest Arrival	
Throwing of the Bouquet	
Cutting of the Cake	
First Dance	
DJ Start	
Evening Food	
Contact Details of Bride and Groom	
Address	
Phone Number (Bride)	
Phone Number (Groom)	
Email (Bride)	
Email (Groom)	

Guest Numbers	
Total Number of Day Guests	
18+	
12 - 17 yrs old	
0 - 11 years old that are being catered for	
0-11 that do not need food	
Additional evening guests	
Suppliers (Details and Contact Info)	
DJ	
Band	
Photographer	
Videographer	
Florist Name, Time of arrival, Button Holes. Bouquets, Thank you Flowers, Flowers for the Cake, Registars Desk, Table Flowers	
Cake Provider, Time of Arrival, How Many Tiers, What bits to cut	
Magician	
Other musician	
Photobooth	
Love Lights	
Registrar Booked? (According to registrar rules no alcohol is allowed in the immediate ceremony seating area.)	
Other	
Dressing the Venue	
Day Before	
On the morning of the wedding	
Gwynne House - Further Details	
Beds - Night before Wedding	
Beds - Night of Wedding	
Breakfasts - Morning of Wedding	
Breakfasts - Morning after Wedding	
Breakfasts are Full English Breakfast (Standard or Veggie) served with tea/coffee/OJ anytime after 9am.	
Drinks	
Kilner of Water in Hot Weather	
End of Confetti Line Drinks Choices for Bride and Groom	
Drinks Reception Table - Good Weather	
Drinks Reception Table - Poor Weather	
Drinks Reception - Alcoholic	
Drinks Reception - Non-Alcoholic Adult	
Drinks Reception - Children	

Meal - Table Wine (At the end of meal, all full or partially drunk bottles will be saved and put on a special wine table with fresh wine glasses)	
Meal - Water	
Meal - Toasting Prosecco	
Meal - Tea/Coffee	
Bar Tabs for suppliers or guests	
Catering Information	
Canape - Choices	
Canapes - Special Dietary Requirements	
Canapes - Time	
Canapes - Location	
Meal - Call to be Seated	
Speeches (Whose doing speeches and when?)	
Meal - Bride and Groom announced in	
Meal - Service Time	
Meal - Location	
Starter	
Main	
Pudding	
Anticipated end time of meal	
Children's Food (Half portions/Kid's menu)	
Buffet Table	
Special Dietary Requirements	
Tea/Coffee	
Cutlery, Crockery, White Linen Napkins, Glassware, White Linen Tablecloths are all included in the hire	
Laying Up Time	
We recommend you write the guests choices on the back of their place cards.	
Meals Choices List (List all guest names by table, meal choices, ages of all those under 18, all special dietary requirements, all highchairs, all wheelchairs)	
Food for Suppliers	
Evening Food - Type	
Evening Food - Quantity	
Evening Food - Location	
Evening Food - Time	
Evening Food - Special Dietary Requirements	
Your wedding cake will be cut up after the official cutting of the cake. We will serve it with napkins alongside the evening food. We recommend you save some to take home to reduce wastage.	

Important Guests	
Who is giving bride away?	
Bridesmaids/Flower Girls/Page Boys	
Best Man	
Groomsmen (Usher guests according to MC announcements)	
Master of Ceremonies	
MC announcement List	
Other Guests with Roles	
Set Up	
Ceremony chairs (plus chair for musician if needed. Registrars and Bride and Groom stand during readings)	
Reserved seating for ceremony	
The Bride and Groom should design a seating plan for approximately the first three rows and give this plan to us on set up day. All those persons coming down the aisle need an easy access seat at or near the front.	
Registrar's Desk	
Signing Chairs	
CardBox	
Card Box Table	
Wedding Cake Table	
Decorative Cake Knife	
Guest Book Table	
Sweets Table	
Easel	
Hanging Decs	
Top Table	
Number of Guests at Top Table	
Number of Guest Tables	
Disabled Guests	
Buffet Table and Evening Food Tables	
Drinks Reception Table	
Tea/Coffee Table	
Evening Set up	
Courtyard Set up	
Photobooth Set up	
Rowing Boat	
Using Rowing Boat?	
PLEASE NOTE: In the event of the river being too low or high for the rowing boat arrival to take place, you will be refunded your £300. We are sorry, but this is occasionally unavoidable.	

Meeting time at the Rowing Club	
Arrival time to the Left Bank Village	
Song Choice	
Will the Groom watch the bride arrive by rowing boat or wait to see the bride come down the aisle?	
Is it a surprise for the guests?	
Music	
Entrance Song (Track 1)	
Signing Song 1 (Track 2)	
Signing Song 2 (Track 3)	
Signing Song 3 (Track 4)	
Exit Song (Track 5)	
Confetti Walk (Track 6)	
Live Musician Details	
Please bring the Ceremony Music CD and the meal music device in the day before the wedding to be tested	
Any readings?	
Drinks Reception Music	
Meal Music	
Evening Party music before first dance	
DJ - Name	
DJ - Email Address	
DJ - Set up time	
DJ - Set times	
DJ - Location	
Band - Name	
Band - Set up time	
Band - Set times	
Band - Location	
How is first dance song being played?	
First Dance Song	
First Dance Time	
Photos	
Whole Wedding Party Photo	
Group Photos	
Couple Photos	
Special Ceremony Information	
Aisle Walk Order	
Bride and Groom Confetti Line	
Please do buy confetti for your guests	
Dressing the Tables	
Seat Covers/Bows	

Table Favours (PLEASE NOTE: Alcoholic wedding favours are not permitted at the venue, due to previous safety-related incidents.)	
Table Numbers/Names	
Place Names	
Centre pieces	
Candles	
Flowers	
Other decorations	
Make sure decorations are organised into a box for each table.	