

**PLEASE TYPE ALL SECTIONS** (please do not complete by hand)

|  |  |  |  |
| --- | --- | --- | --- |
| Brides name | |  | |
| Grooms name | |  | |
| You will become the new Mr & Mrs? | | (Insert sur name) | |
| Date | |  | |
| Location & postcode | |  | |
| Date | |  | |
| Start Time | End Time | Description | |
|  |  | Guest arrival | |
|  |  | Would you like me to ask guests to refrain from taking photos as the bride walks up the aisle so phone screens do not appear in your official photos?  Yes / No  Would you like me to ask guests to put their mobile phones on silent during the wedding ceremony so as not to interrupt the moment?  Yes / No | |
|  |  | VIP Seating The best way to manage seating at the front of the aisle for key family and friends is to place a card or A4 piece of paper on each seat you want reserved, with their full name on it. | |
|  |  | Guest Seating Would you like mixed seating (most popular), or friends and family placed on the bride or grooms side (traditional)  Mixed Yes  Bride & Grooms side Yes  (Please amend to your liking) | |
|  |  | Wedding ceremony | |
|  |  | Drinks Reception & Photos (If your photographer would like assistance gathering guest for the group shots please attach the list). | |
|  |  | Room inspection | |
|  |  | Would you like a receiving line? | Yes / No |
|  |  | Wedding dinner | |
|  |  | Speeches: (If the name(s) are unusual please provide phonetics) |  |
|  |  | First speaker (normally person who gives bride away) |  |
|  |  | Second speaker (normally the groom) |  |
|  |  | Third speaker (normally the best man) |  |
|  |  | Are speeches before or after dinner.  (my recommendation is afterwards to assist chef with his timing on serving your perfectly prepared meal. If speeches are before, and overrun there is a chance your meal quality may diminish. |  |
|  |  | Would you like me to hand out the Pearls of Wisdom?  It’s a great way to break the ice |  |
|  |  | Would to play the Mr & Mrs Game during the meal?  It’s a great way to create fun and laughter. |  |
|  |  | Would you like to play the ‘Table Centrepiece Game’?  It’s a hilarious way to give away your flowers. |  |
|  |  | Evening guests arrival |  |
|  |  | Cake cut |  |
|  |  | 1st Dance |  |
|  |  | Father bride (if having) |  |
|  |  | Evening buffet |  |
|  |  | Bouquet toss |  |
|  |  | Tunnel of Love or Circle of Love |  |
|  |  | Carriages |  |

|  |  |
| --- | --- |
| Wedding Itinerary | |
| **Details** |  |
| Number of day guests |  |
| Number of evening guests |  |
| Banqueting manager & contact details |  |
| Wi-fi name |  |
| Wi-fi code |  |
| Photographers name, company name mobile and email |  |
| Videographers name, company name mobile and email |  |
|  |  |
| **Parents** |  |
| Brides mothers name |  |
| Brides fathers name |  |
| Grooms mothers name |  |
| Grooms fathers name |  |
|  |  |
| **Bridal Party** |  |
| Chief bridesmaid |  |
| Bridesmaid 1 |  |
| Bridesmaid 2 |  |
| Bridesmaid 3 |  |
| Bridesmaid 4 |  |
|  |  |
| Best-man (or men) |  |
| Usher 1 |  |
| Usher 2 |  |
| Usher 3 |  |
| Usher 4 |  |
|  |  |
| Flower-girl 1 |  |
| Flower-girl 2 |  |
|  |  |
| Pageboy 1 |  |
| Pageboy 2 |  |