**Final Details**

As we embark on the final part of your wedding planning journey, we are sending over our list of what we require from you both in our final appointment 6 weeks prior to the wedding.

Names:

Wedding date:

Venue:

**Day/Night before the big day**

Your items can be dropped off at the office any time between 11:00am and 5:00pm.

*Please note you will be required to bring a signed form listing all items dropped off.*

**Items supplied to BHB:**

We are happy to store any items for your day but cannot take any responsibility in the set of those items on the day. We recommend hiring an event decorator or you will be required to have a nominated person who will be responsible for the set up. The nominated person is:

A large A1 size table plan will be required to display to your guests

Please supply in labelled boxes per table – name cards, table names/numbers, list of favours and who is having them.

Welcome sign?

Confetti?

Guestbook?

Aisle décor?

Flipflop baskets?

Memory table?

Centre pieces?

Gifts?

**Are either of the couple staying the night before?**

Yes / No

*Please also complete our* [Accommodation Allocation Form](https://www.blackhorsebeamish.co.uk/clients/0584ce565c824b7b7f50282d9a19945b/file/BHB%20Accommodation%20Allocation%20Form.docx) *for all your guests and give details of arrival times and departure times of main wedding party.*

**The BIG Day!**

Total number of adult guests:

Total number of child guests (Children up to 12 years):

Are all children eating, any highchairs required?

Please write the names of your main wedding party members:

Maid/Man of Honour:

Bridesmaids:

Flower girls and page boys:

Best Man:

Ushers:

Mother of Bride:

Father of Bride:

Mother of Groom:

Father of Groom:

Please note: We cannot be held responsible for any cards or gifts; you will be required to have a nominated person who will be responsible for emptying the contents of the post box. The nominated person is:

**Ceremony**

Ceremony Time:

Music - 6 pieces of music are to be provided on a device with an AUX connection or given to us to download on our Spotify Account. Please note we cannot accept music on a USB or CD. All music given to us to download must be accessible on Spotify.

Please write the song of your choice below.

1. Arrival song
2. Arrival song
3. Walking down the aisle
4. Signing the register
5. Signing the register
6. Exit song

**Welcome Drinks & Canapes (if applicable)**

Welcome drinks and canapes are served after the ceremony. Please confirm your welcome drink choices and the amount of each if you are having a mix – please split your drinks to a choice for ladies and a choice for men only.

Are children’s welcome drinks required?

**Photographs**

We usually recommend around 1.5 hours of photographs after your ceremony so there is enough time to do group shots & photos around the grounds.

**Photographer**

Name:

Company name:

Contact number:

Arrival time:

Do they require a meal in the bar?

**Videographer**

Name:

Company name:

Contact number:

Arrival time:

Do they require a meal in the bar?

**Entering the venue as married couple**

Please complete the table plan template found in the “[Menu Choices and Table Plan Form](https://www.blackhorsebeamish.co.uk/clients/0584ce565c824b7b7f50282d9a19945b/file/BHB-TABLE-PLAN-MENU-CHOICES-Word.dotx)”

We will announce the newly married couple into the room, please let us know if you would like a special song played at the point?

Please let us know how you would like to be announced into the room e.g. Mr & Mrs/ Mrs & Mrs/ Mr & Mr

**Speeches**

Are you having speeches before or after your wedding breakfast?

Speeches are traditionally done after but are more commonly done before. A microphone is provided for each speech. We usually allocate 30 minutes for speeches but please let us know if you think you may require longer.

Please list who will be making a speech below.

First speech -

Second Speech -

Third Speech –

**Wedding breakfast**

Please complete your menu choices and dietary requirements on the template “[Menu Choices and Table Plan Form](https://www.blackhorsebeamish.co.uk/clients/0584ce565c824b7b7f50282d9a19945b/file/BHB-TABLE-PLAN-MENU-CHOICES-Word.dotx)” and bring to your final meeting.

Please advise us if if you have any additional entertainment during your wedding breakfast and any music to be played during this time.

**Evening reception**

Total number of evening guests:

*Please note all adult guests must be catered for.*

Do you have any additional evening entertainment:

Name:

Company name:

Contact number:

Arrival/set up time:

*All bands and DJs must be self-contained and provide their own PAT tested electrical equipment and public liability insurance.*

First Dance time:

First Dance Song choice:

Any additional dances:

If your DJ is included to ensure the music is personal to you and your guests please fill in the DJ Form and bring it with you.

Evening Food Time:

Evening Food Menu Choices:

*Please inform us of any dietary requirements.*

**The Day After**

Breakfast is served for all your guests in the restaurant between 8am and 9.30am and room check out is by 11am.

**Venue supplying**

White covered banqueting chairs or Cross Back Upgrade Chairs (£250.00)?

Cake stand and knife - Silver Square or Round Long Slice?

Moongate Flower Arch?

Easels?

**Suppliers**

**Florist**

Name:

Company name:

Contact number:

Arrival time:

Items to be dropped off e.g buttonholes/bouquets/long&low/centre pieces.

**Cake**

Name:

Company name:

Contact number:

Arrival time:

How many tiers:

How much of your cake would you like us to cut?

Are you using our cake stand/knife?

*Please note the remaining cake will be wrapped up in silver foil ready to collect the following morning.*

**Event Dressers**

Please list every supplier involved in the set up of your day and items being delivered. Eg. Love Letters/ chairs hire /centre pieces/magic mirror/photobooths / entertainment.

We require company names, copies of insurance & PAT testing (if applicable)