

# SquashedApple

## Venue Wedding Planner

Names of Bride & Groom


Date of Wedding

Contact Address for Bride/Groom

--

Telephone

Bride

h

--

w

--

Groom

h

--

w

--

Email

--

Hire charge

--

Hire Time

--

UNTIL

Deposit

--

Date paid

Venue / Room to be used:

--

### **Reception**

Venue & time of ceremony

--

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--

Reception drink and soft option

--	--

Canapés

--

Bar for guests, (Cash/Open)

--

If Open, Method Agreed

--

Will there be a limit? Up to

--

Will a Master of Ceremonies be required? (Yes/No)

Table linen colour required

--

Time for guests to be seated

Will there be a reception line?

(Please allow half an hour extra for a reception line)

**Wedding breakfast**

Time for wedding breakfast to be served

Will grace be said before the meal? (Yes/No)

If yes, who will be saying grace?

Will the speeches & toasts be before or after the wedding breakfast?

Order of speeches:

Length of Speeches

**Wedding menu & price**

Starter

Buffet

Vegetarian choices

*Qty*

*Starter*

*Main*

Special diets, e.g. Nut allergies, non-dairy, gluten intolerant

Children's Meals

*Qty*

*Starter*

*Main*

In case of children eating two courses only, when should the first course be served?

With starters?

With mains?  
(Y/N)

**Please indicate on the seating plan any guests requiring high chairs, special diets, vegetarian or children's meals**

Are any extra meals required for the photographers/video/chauffeur?

Quantity

Option

Option

Do any guests have special mobility, access or toilet requirements? (Yes/No)

If yes, please give details

**Other Notes**

Table wine

Water

**Sparkling**

When the wine/water allocation runs out, Should guests pay for their own wine/water?

Person to see if more wine/water is required

Coffee inclusive? (Yes/No)

Toast drink

Cake to be cut for guest photos? (Yes/No)

Time

Shape of cake stand required

**Thankyou gifts/flowers:**

Will the gifts be stored under the top table before speeches? (Y/N)

Will any flowers need bringing to the top table during speeches? (Y/N)

Is the microphone required for the speeches? (Y/N)

**Evening guests**

Arrival time for evening guests

Number of extra guests arriving in the evening

Reception drink and soft option for evening guests

Bar following wedding breakfast: (Cash or Open)

If open, who will pay the bar bill?

Will there be a limit? Up to

**Buffet**

Buffet

Price

Number of guests to cater for

Wedding cake to be cut and served with the buffet? (Yes/No)

Layers to be cut

Layers to be saved

The remainder from the wedding breakfast

**Evening entertainment** [www.squashedapple.co.uk](http://www.squashedapple.co.uk)

DJ

Live entertainment

**All entertainment must conclude at the time of the bar closing**

Last orders

time for last orders

time for bar to close

**Idea of table Plan (based on No.      guests to a table)**

HEAD TABLE

PLEASE LEAVE ADEQUATE SPACE FOR TRIPODS ETC

Notes

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**Bride & Groom checklist**

At time of booking, (paying deposit's)

- Registrar arranged if necessary
- Photographer/videographer/DJ arranged
- Evening entertainment arranged
- Additional Services For the venue

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At least six weeks prior

- Menu choices tested and confirmed
- Reception drinks and table wine chosen
- Final numbers confirmed
- Number of special diets/children confirmed

At least two weeks ahead

- Seating plan finalised and confirmed
- Special diets and children indicated on seating plan
- Bar payment arrangements confirmed
- Taxis/transport home arranged

Additional Notes