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| --- | --- | --- |
| **TIME** | **ACTION** | **NOTES** |
|  | **Wedding parties:**  **Date of wedding:**  **Time of wedding**  Please note that we are a Covid Safe business and all Covid Safe procedures will be adhered to including all Suppliers and Guests scanning in with our QR Code that will be supplied on premises. This includes social distancing and current Covid regulations, tailored to the venue at the discretion of the owners.  If any guests/suppliers are feeling unwell and / or have Covid 19 Symptoms, they must not attend the property.  **We are very hopeful that Covid restrictions will be lifted in the near future..**  Please provide names of the following important people:-  **Bride and Groom or marrying couple:**  **Parents of the Bride**:  **Parents of the Groom:**  **List suppliers and their contact details**  **Venue Owners and Event Managers. Company names, contacts and phone numbers. As your suppliers list grow you can add further info such as their time of arrival on site.**  **Val and Andrew**  **V: 0417 680 663**  **A: 0417 680 225**  **Please supply phone numbers of all suppliers.**  **Celebrant/Minister/Pastor/other:**  **Photographer:**  **Make-up Artist**:  **Cake:**  **Florist**:  **Hairdresser:**  **Catering:**  **MC: TBC**  Venue suppliers 2 wireless microphones for  for Wedding Reception.  **DJ :**  **Horse and Carriage:**  **Band/Musicians:**  **Other Suppliers:**  **Once all this information is compiled Val will add to running sheet and send you an update.** |  |
|  | **Day before wedding -**  **Drop off and rehearsal day** |  |
|  | Bride/groom and any helpers arrive for drinks drop off and venue Setup. Andrew and Val will meet at The Wedding Shed… please keep us updated of your estimated arrival time.  When you are dropping off your drinks etc please park near the Wedding Shed and use our cart to “bump in”  Please let Val know table and arbour styling requirements so she can prepare in advance.  What time/day are you bringing drinks? |  |
|  | Cake arrives?– goes into catering fridge. |  |
|  | Wedding Rehearsal and signing of declarations | **Usually same time as wedding.** |
|  | Relax – family/friends dinner? |  |

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|  | **Your Wedding Day 😊**  **Val will fill in details here and create your running sheet according to times of arrival of each vendor. Here is an example.** |  |
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|  | Hair and makeup at Kookaburra Hideaway or any other arrangements… Time? |  |
|  | Photographer arrives - Time |  |
|  | Caterer arrives |  |
|  | List any other vendors expected |  |
| 30 mins before ceremony | Celebrant or other marrying authority arrives. |  |

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|  | Photographer arrives – Time? |  |
|  | List any other vendors expected |  |
| 30 mins before ceremony | Celebrant or other marrying authority arrives. |  |
| 30 minutes before ceremony. | Guests start arriving and must scan in using QR Code… Okay to stand and mingle inside or out. (Covid regulations will be updated if still applicable at time of your wedding.  Outdoor games (Beanbag toss and Quoits) are set up outside Wedding Shed. |  |
| 3pm or 4pm  Depending on time of year. 3pm cool months 4pm warm months  According to daylight saving. |  | We will provide speaker for music, please let us know who will be playing music… (pressing the button) |
|  | Family/Group Photos – suggest best spot is at ceremony area for group shot with Arbor in background… If your photographer would like other suggestions for top spots in the area we are happy to help. We always supply a step ladder for photographer.  Grazing boards to be served whilst photos are occurring, in the Wedding Shed. | Photography to comply with social distancing regulations…  Grazing boards to be served in and around The Wedding Shed. |
|  | Dinner is served… | Catering team will serve, Wedding Shed Team (Val, Andrew) will concentrate on beverages and safety. |
|  | Dinner Cleared in, opportunity to top up drinks |  |
|  | Are you having Speeches? If so, how many and order. | Usually “Father figure” first and groom last, but feel free to do whatever you want. |
|  | Cake Served now or later |  |
|  | When fully dark so as to get great lighting.  Check with current Covid regulations.  Are you having a “first dance”? | First Dance followed by Daddy/daughter or similar dance. If Covid 19 still an issue, we will go with prevailing regulations. |  |
| 8.00pm | **2 hours to go before conclusion of your wedding..**  **Dancing and maybe quizzes, shoe game.. All events free flow around food service..** |  |
| 10pm | Guests depart. Venue closed down shortly thereafter |  |
|  | Transport home or back to accommodation needs to be ordered in advance as last minute booking are not reliable. Cessnock Radio Cabs 02**4990 1111 or book online, or give them KR007 contact 0404 005904 Wedding finishes at 10pm unless extra hour has been purchased.** |  |
| 10.30 | Congratulations and happily ever after.  Venue secured and locked down \*unless alternative arrangements have been made. |  |