

PAID YES/NO	SUITES	Guests	
	Joseph Mc Carthy Name Address	John and Mary Smith Child Harry Smith (example only)	Add \$100 If using double sofa bed
YES/NO	John Sherman Name Address		
YES/NO	Ruth Laverick Name Address		
YES/NO	Francis Dunlop Name Address		
YES/NO	William Simpson Name Address		
YES/NO	Ian Hankinson Name Address		

Due to health and safety requirements of our B&B accommodation it is necessary that your in house guest information be fully completed with their full name and address.

As we are a B&B accommodation

In house guests are welcome to have some quite time after the rest of the guests have gone. Unfortunately, we are unable to offer late night partying after 12.00pm

Welcome to the Wedding of XXXX & XXXXX

Table 1

Total Number on Table ?
Best fit 10

Table 2

Total Number on Table ?
Best fit 10

Table 3

Total Number on Table ?
Best fit 10

Table 4

Total Number on Table ?
Best fit 10/12

Bridal Table

Total Number on Table ?

Table 5

Total Number on Table ?
Best fit 10/12

Table 6

Total Number on Table ?
Best fit 10/12

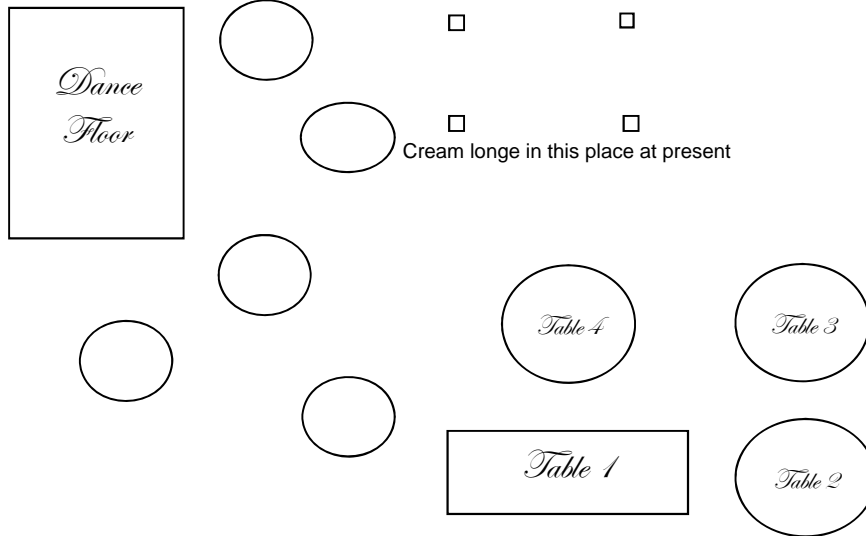
Table 7

Total Number on Table ?
Best fit 10/12

Table 8

Total Number on Table ?
Best fit 10/12

PLEASE HIGHLIGHT SPECIAL
DIETARY PEOPLE
VEGETARIAN
NO WHEAT
ALLERGY



Welcome to the Wedding of XXXX & XXXXX

Table 1

Total Number on Table ?
Best fit 10

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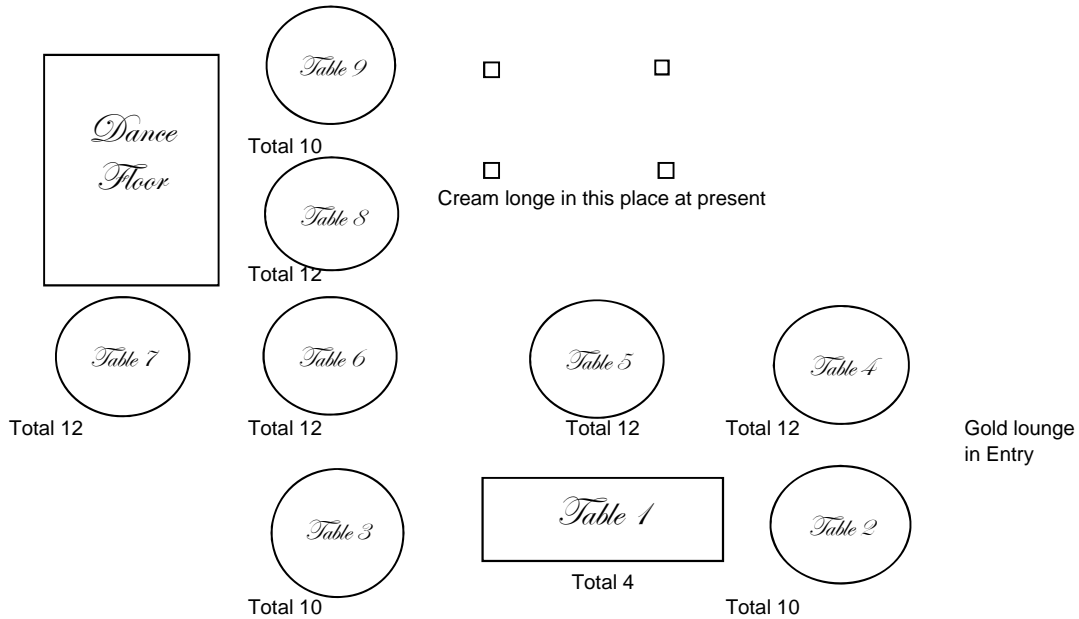
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Best fit 10/12

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Total Number on Table ?
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PLEASE HIGHLIGHT SPECIAL
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RUNNING SHEET

Bride & Groom:xxxxxxx

Parents of Bride: xxxxxxxxxxxxxxxxxxxxxxx

Parents of Groom: xxxxxxxxxxxxxxxxxxxxxxx

MC

People Transport/Movements Person: announce buses leaving finish times
etc

ITEM	TIME	NOTES
GUEST ARRIVAL TIME	2.30pm	Suggested times only as a guide
CEREMONY TIME	3.00pm	
MINIBUS ARRIVAL TIME	?	
MUSIC FOR CEREMONY	3.00pm	
MC GATHER GUESTS	2.45pm	
CEREMONY ENTRANCE	3.00pm	
CEREMONY FINISH	3.30pm	
BEVERAGE START TIME	3.30pm	Depends on tab or package time selected
BAR TAB START TIME	3.30pm	?
HORS DEOUVRES TIME	4.00pm	

ITEM	TIME	NOTES
ENTRANCE RECEPTION	5.30pm	
MC WELCOME/INTRODUCTION	5.45pm	
MEAL SERVICE TIME	6.00pm	
ENTREE	6.00pm	Note 45mins for each course
MAIN	6.45pm	Suggest
DESSERT	8.15pm	Entrée Main Cut cake Speeches dessert dancing works well.
CUT CAKE	7.30pm	
SPEECHES	7.40pm	Note 45mins for each course
BRIDAL WALTZ	8.30pm	In our experience this formula works best Entrée Main Cut cake Speeches dessert dancing works well. The worst time frame we have found is trying to break up the speeches in sections or between entree and main. If you are nervous and want the speeches straight after your entry to the room this can work.

		The best place for your speeches is after Mains and before desserts an then we can guarantee you a smooth flowing evening.
GUEST FAREWELL SONG		
EARLY MINIBUS TIME	TBA	
LATE MINIBUS TIME	TBA	
GUEST EXIT TIME	11.00pm	
MUSIC FINISH TIME	11.00pm	
END ANNOUNCEMENT	11.00pm	MC to let everyone know they need to go by 11.00pm. Or 3.00pm start 11.00 pm finish 11.00pm

RUNNING SHEET

Bride & Groom:xxxxxxxx

Parents of Bride: xxxxxxxxxxxxxxxxxxxxxxxx

Parents of Groom: xxxxxxxxxxxxxxxxxxxxxxxx

MC

People Transport/Movements Person: announce buses leaving finish times

etc

ITEM	TIME	NOTES
GUEST ARRIVAL TIME	3.30pm	Suggested times only as a guide
CEREMONY TIME	4.00pm	
MINIBUS ARRIVAL TIME	3.30pm	
MUSIC FOR CEREMONY	3.30pm	
MC GATHER GUESTS	3.50pm	
CEREMONY ENTRANCE	4.00pm	
CEREMONY FINISH	4.30pm	
BEVERAGE START TIME	4.30pm	Depends on tab or package time selected
BAR TAB START TIME	9.30pm	Tab or extended package tbc
HORS DEOUVRES TIME	4.30pm	

ITEM	TIME	NOTES
ENTRANCE RECEPTION	6.00pm	
MC WELCOME/INTRODUCTION	6.15pm	
MEAL SERVICE TIME	6.30pm	
ENTREE	6.30pm	Note 45mins for each course
MAIN	7.15pm	
DESSERT	8.30pm	Note 45mins for each course
CUT CAKE	7.50pm	
SPEECHES	8.00pm	In our experience this formula works best Entrée Main Cut cake Speeches dessert dancing works well.
BRIDAL WALTZ	8.45pm	The worst time frame we have found is trying to break up the speeches in sections or between entree and main. If you are nervous and want the speeches straight after your entry to the room this can work. The best place for your speeches is after Mains and before desserts an then we can guarantee you a smooth flowing evening.

GUEST FAREWELL SONG	11.15pm	Or 11.00pm should you have 2 mini bus pick ups
EARLY MINIBUS TIME	TBA	11.15pm fist pick up
LATE MINIBUS TIME	TBA	11.30pm last pick up
GUEST EXIT TIME	11.30pm	
MUSIC FINISH TIME	11.30pm	
END ANNOUNCEMENT	11.30pm	MC to let everyone know they need to go by 11.30pm. Or 4.00pm start 11.30 pm finish.

FACT SHEET

Enchanted Evening Package

Names	XXXand XXXXX
Wedding Date	
Phone	mobile
Address	PO Box
Ceremony	3.30pm
Package selected & Cost	Enchanted Evening.....Package \$140.00pp
Wedding Party arrival time	
Inhouse guest arrival time	11.00am
Guest Arrival Time	3.00pm
Mini Bus	Yes
Mini Bus Hire Company	Maleny Mini Buses
Expected No of Guests	80
Confirmed at 14 days	
Adults	
Half Adult Meals (12y.o+)	
Children (under 12y.o)	
Complimentary Sandwiches Bride and Maids Extras \$3.00 ea	Midday Total number?
Service time	Midday ?
Extras sandwich number	2 at \$3.00pp
Punch on Guest Arrival	Yes/No \$2.00 per glass
Cash Bar Service	Yes/No prior to package
Beverage Package	4.5hour beverage package Included in Enchanted Evening Package 3.30-8.00pm Add your times
Extended Beverage Package	Yes / No (1 hour exta @ \$10.00pp each additional Hour) Number of Hours required.....hr/hrs @ \$10.00per hour
Bar Tab	Yes / No Bar Tab \$.....Limit Commence Tab atam/pm
Please notify re TAB	
Beverage Selection	
Champagne	Grant Burge and Settlers Rise Selection
White Wine	Grant Burge and Settler's Rise selection
Red Wine	Grant Burge and Settler's Rise selection
Spirits	Cash Bar
Add Spirits to Package	Yes / No @ \$15.00pp
Beers	Basic and Local Beers
Add Crown/Crown to Package	Yes / No @ \$4.00pp
Softdrinks	Yes
Punch	Yes
Guest Pref Cash Purchase.	
Religious Needs	Yes / No Grace
Guest Consumption	Average
Pavilion for Ceremony	Yes at \$200.00
60 Folding Chairs	Yes at \$200.00
Multi-media Package	Yes at \$150.00
Lectern and Microphone	No at \$ 50.00
Chair covers	White covers

Bows included in Package	Gold
Double Bow Option	Yes / No @ \$1.00 per bow you can add an extra bow to your package bow to create a dual coloured look with a satin and organza finish.
Linen Napkins	White
Red Carpet	Yes
Decorating Needs	PLEASE LIST ALL DECORATING REQUIREMENTS AND FLORAL ADDITIONS White Lace Skirting for bridal & cake table Yes/ No Hurricane lamps in package Yes /No/ Not wanting to use? Tea lights in package Yes /No/ Not wanting to use? Chocolates Yes No Silver or Gold Please list all Enchanted Evening decoration requirements <i>The Manor will provide anything listed in your package or prearranged orders You're personal extras, placecards and any special touches placed by yourself the day of your function or before depending on booked events.</i>
Cake	PROVIDER NAME CONTACT NUMBER Lorinda Rogers (Ideas in Icing) 5438 0672 / 0414 680 299
Celebrant	Jan Gabler (local) 5494 4006 / 0408 944 172
Photographer	Artography 5494 9884
Hair/Makeup	Rolling Scissors 5443 9752
Entertainer/DJ	"Rockin U Wild" Paul Davies 5493 9935
Decorator/Florist	Mondo Floral Designs 5499 9479 / 0416 0740583
Entrance Music	"Rockin U Wild" Paul Davies 5493 9935

Menu **Half expected food cost payment**

Cost Per Person \$140 **\$ PACKAGE** **Total food cost 14 days out**

Additional:

- Pavilion** \$.....
- Extra Chairs** \$.....
- Multi-media Package** \$.....
- Lectern and Microphone** \$.....
- Extra Sandwiches** \$.....
- Extended Beverage Package** \$.....
- Punch on Guest Arrival** \$.....
- Spirits added to Package** \$.....
- Double Bow Option** \$.....
- Table Cheeseboards** \$.....
- Party Cheeseboards** \$.....
- Antipasto Table Platters** \$.....

Total Additional Costs

Special Requests	
Cheese Boards Yes / No \$50.00 Number required..... Yes / No \$250.00 Yes / No \$65.00 Number required.....	<p>Gourmet Table Cheeseboard - suitable for 8-10 persons Boutique Australian Cheese including Kenilworth Malling Red, King Island Brie, Maleny Cheeses Camembert and Maleny Cheeses wasabi cheddar, South Cape Washed Rind Blue. Served with a variety of fresh water crackers and seasonal fresh fruit.</p> <p>Gourmet Party Cheeseboards - suitable for 60 persons A stunning display of Australian Cheeses including King Island Black Label Brie, Tilba Tilba Vintage Cheddar, King Island Roaring Forties Blue, Maleny Cheeses Camembert and Maleny Cheeses wasabi cheddar and South Cape Marinated Fetta. Served with a selection of fresh water crackers, muscatels, dried figs and fresh seasonal fruits.</p> <p>Antipasto Platters - suitable for 8-10 persons A decadent selection of roasted vegetables, salamis, condiments, fruits, nuts and boutique cheeses accompanied with freshly baked foccacia and chefs home-made pates.</p>
Horsdouvres Choice of 5 from your seasons menu	Mushroom & basil risotto balls w herb batter · Coriander & chicken filo w sweet chilli yoghurt dip · Tempura whiting w wasabi mayonnaise · Thai satays w classic peanut sauce
Entrée Choose 2 from your seasons menu	<ul style="list-style-type: none"> • Spatchcock, Macadamia & Camembert Filos on a herb and tomato salsa • coco-lime snapper fillets Snapper w coconut and lime · coconut and lime sauce · raspberry paw paw salsa
Main Choose 2 from your seasons menu	<ul style="list-style-type: none"> • lamb rack roasted w pistachio nut crust · potato cake · rosemary w red currant glaze <ul style="list-style-type: none"> • porterhouse steak whole roasted w garlic & wholegrain mustard · kumara mash · roasted tomato & balsamic jus
Dessert Choose 2 from your seasons menu	<ul style="list-style-type: none"> • upside down pear cake w vanilla bean ice cream · chocolate shavings <ul style="list-style-type: none"> • chocolate and kahlua bavarois w kahlua float · soft whipped cream · grated chocolate · crisp coconut biscuit
Wedding Cake as Dessert	NO Cut and Tray to go with coffee
Fruitcake (Wedding Cake)	
Childrens' Meals	NO
Vegetarian Meals	NO
Special Dietary Needs	NO
Entertainers Meals	1 DJ
Extra Breakfasts	
Breakfast Numbers for Saturday & Sunday Depends on accommodation night	