



Sample Planning Document (with Notes)

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Things you manage

If you've paid for and arranged equipment and hire items yourself (not via Home Gurr'own) Then we wouldn't normally offer support

For example

If you hire toilets through a third-party vendor, then you or the vendor are responsible for delivery and siting.

Things we manage

If you've arranged and paid for your equipment and other hire items through Home Gurr'own we would also offer support and management.

For example

If you hire toilets through Home Gurr'own we will see in the delivery & site, the toilets on your behalf





Name of couple

<i>Date of Event</i>	<i>Saturday</i>
<i>Guest Numbers</i>	<i>100</i>
<i>Venue Address</i>	<i>Kent</i>

Abbreviations 'HG' = Home Gurr'own

	Wednesday
	HG normally organise delivery and manage things like marquees and tents (Provided these items have been arranged and paid via HG)

	Thursday
	HG normally see in deliveries at the venue These might include toilets, electrical equipment, tables and other furniture

	Friday
	HG would normally lay all tables (table clothes, glasses and cutlery) In addition, and dependent on prior agreement HG might be setting up styling and decor

On your wedding day we provide full day co-ordination



Saturday

Ceremony

13.00

Guests to arrive

We would want to know how guests are arriving. And where they arrive to. We can then sort out signage or arrange help with parking.

13:30

Ceremony

The blessing will last for approximately 25 minutes

Location

Is it in a church or at the venue?
(The distance will affect timings)

Photography Notes

What photos would the photographer like.
Maybe they need to hold the guests a longer time for certain photos

Notes

Additional notes that affect timing and location of guests.
For example, after the ceremony is there a confetti shot. This will mean guests need to be organised into lines. (HG would normally help with this)

Arrival Drinks & Reception

14.00

Food

Canapes

The type of canapes served would have been arranged months before hand,

Drinks

Prosecco

Elderflower (non-alcoholic)

Some couples prefer a cocktail or perhaps a Pimms. In addition to the arrival drinks some couples like a bar set up or perhaps a beer bottle station.

All drink decisions are made months in advance

Service

Wondering waitress style - typically the guests are standing up and the waitress or waiter serve guests wherever they stand.

Location

This is normally at the venue. But on occasions the reception and the main meal can be at different locations.

Wet Weather Contingency

We always plan for a wet weather contingency.

Normally we have the reception inside where the main meals are being served.

Entertainment

This can be a live band, acoustic guitar, magician or iPod play list.

HG would normally cue the music and manage the entertainment.

Notes

Any other activities that affect the reception timings and guests' locations.

Wedding Breakfast

15.00	<p>Start to seat guests How are the guest announced in? You might have arranged an MC or family member to announce. Alternatively, HG can start to slowly seat guests</p>
15.30	<p>Two Course Meal</p> <p>Food (The food served would be have been arranged months before hand)</p> <p>Drinks Water White -Hush Heath Rose - Hush Heath Red - Chapel Down</p> <p>(Your drink can be brought and supplied by HG or alternatively brought and supplied by you.)</p> <p>Service Buffet style service on individual tables. This service is often called family style where the food is placed in the middle of each table and guests help themselves and share and pass around dishes.</p> <p>Notes Additional notes regarding service and timings</p>

17.30	<p>Speeches</p> <p>Order of speeches</p> <ol style="list-style-type: none">1. Father of bride2. Groom3. Best Man <p>All speeches expected to last for approximately 45 minutes.</p> <p>Toasting Drink Biddenden Sparkling Wine</p> <p>Service HG to liaise with first speaker and ensure everyone is seated and has a toasting drink before speeches start</p> <p>Notes Toastmaster (friend) to announce speakers</p>
18.15	<p>Cake Cutting</p> <p>(The cake is normally supplied by couple)</p> <p>Location Placed on wooden barrel near top table. (Wooden barrel supplied by HG)</p> <p>Notes Cake knife placed by wooden barrel before speeches</p>

Evening Reception

19.00	<p>Evening guests to arrive</p> <p>HG will meet and greet evening guests and offer them a drink if arriving before speeches have finished</p>
20.00	<p>Music & Band</p> <p>First Dance Ed Sheeran - Thinking Out Loud</p> <p>Service HG staff to cue band for first dance, and get everyone focused on the dancefloor</p> <p>Band times (45 minutes each set) Set 1 - 19:00 to 19:45 Set 2 - 20:15 to 21:00 Set 3 - 10:15 to 23:00</p> <p>Notes Band to set up before 13.00 if possible 2 x 13amp sockets 5 x 3m space needed</p>

19.00	<p>Evening Bar</p> <p>Type of bar Cash bar (guests pay for their own drinks)</p> <p>Other options for a bar include open bar. This is where the wedding couple pay for guests drinks in advance.</p> <p>Service HG to manage bar and staff it</p> <p>Drinks HG to supply drinks</p> <ul style="list-style-type: none">• Beer old dairy brewery• Red wine• White wine• Bottled lager• Spirits• Soft drinks• Cocktail - Kentucky Blue <p>Notes Bar closes at 00.00</p>
20.30	<p>Dancing Food</p> <p>Food HG - Pizza cooked outside over a real open fire</p> <p>Service HG staff to carry pizza slices around in usherette trays</p>
19.34	<p>Sunset</p> <p>Home Gurr'own to light lanterns</p>
00.00	<p>Music off</p>
00.00	<p>Your Carriage Awaits</p> <p>HG staff to clear down and remove rubbish</p>



Sunday

9.00	HG to clear up venue and arrange collection of hire equipment.



Contact Details

Bride Tel: Email:	Groom Tel: Email:
Maid of Honour	Best Man
Bridesmaids	Groomsmen
Parents	Parents

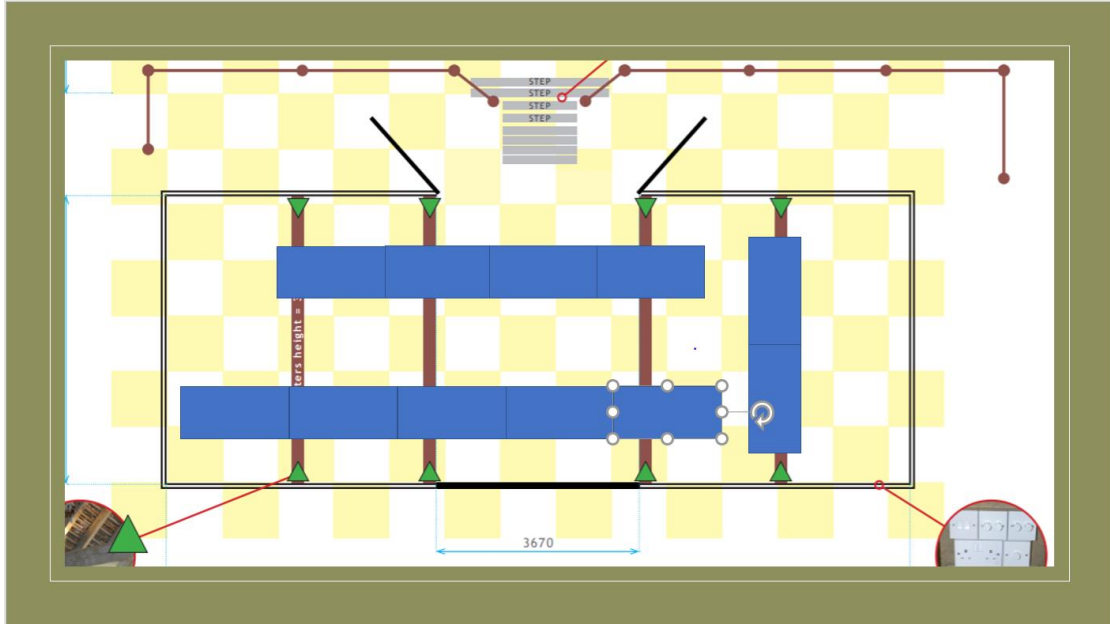


Services

Venue	Tent	Music - Band
Florist	Entertainment	Photographer
Toilets	Cake	Electrics/Lighting



Floor Plan



Serving Points

7



Tables

Size	3ft	5ft	6ft	6 x 2.6ft	8ft x 3ft
Quantity					








Table Linen

Size				
Quantity				
Colour				



Other Linen

Item	Napkin	Runner	Overlay
Quantity			
Colour			



Styling & Hire

Colours and Themes



Place Settings

Runners burlap and lace
Chair backs - chairbacks and lace with herbs

Hire Items

- Haybale covers
- blankets
- Wooden barrel
- Vintage bicycle

Signage

- Running order
- Bar menu



Alcohol and Drinks Advice

Here are some suggestions for drink quantities for a wedding of 100 guests.

Arrival Drinks Fizz	40 bottles
Toasting / Speech Fizz	20 bottles
White Wine	45 bottles
Red Wine	36 bottles
Beer	3 x 36pint kegs or 1 x 72pint keg
Lager	120 - 240 bottles
Coke	48 small glass bottles
Spirits for cocktails	6 bottles per 100 cocktails