



Wedding Itinerary Document

Info@orchardleigh.net

Date of Meeting:

GENERAL INFORMATION	
Names of bride and groom:	
Contact telephone & email:	
Date of wedding:	
Time of ceremony:	
Church or Civil Ceremony:	
Number of people attending:	
Does bridal party require a room from 9.00:	NB. We will not move you into your Bridal Suite before 11.15/11.30
Who's greeting your guests on arrival?	NB. Please remember that arrival time for your guests is 12 noon.
Do you require a sound system in the vestibule:	
Minibus Start Time:	
Orchardleigh Bridal Car Required: Which car and how many journeys	
Reception drinks: - What are your reception drinks?	
Wine for Wedding Breakfast and how many bottles?	NB. We do have jugs of iced water on every table
Table layout: Oval or round top table? – 6 highchairs are available for your use.	NB. We do require this no later than 2 weeks prior to your Wedding Date.
Speeches: Before or after the wedding breakfast?	
Line up: Yes/No (please allow 40 seconds per guest)	
What time are you sitting down to eat?	
BAR REQUIREMENTS	
Cash, or Pre-paid bar?	

Other			
CATERING SUMMARY			
Description	Requirement	Time	Where
Lunchtime Food			
Canapés			
Wedding Breakfast			
Cake Cutting			
Buffet			
Breakfast	Full English @£10	9am – 10am	
Canapés:			
	Meat/Fish	Vegetarian	Children's
Starters:			
Starter numbers:			Please note we do not cater for under 2's but facilities are available for Parents to use.
Main course:			
Main course numbers:			
Dessert:			
Dessert Numbers:			
Coffee & biscuits/mints: Would you like tea and coffee served all day?			
Special dietary requirements:			
Lunchtime catering:	Item:	Quantity:	Time & Place:
Food can also be order from	the Bar between 12pm	and 1.30pm	
Food for suppliers:	Item:	Quantity:	Time & Place:

Cake:	Time:	Qty to cut:	Time & Place:
Cake Serving instructions:			Keep how much:

EVENING BUFFET

What type of buffet:			
How many guests:			
Evening guests:			
Buffet time:			
Notes:			

BREAKFAST

Numbers:	Full English and Continental
Breakfast times:	9.00 – 10.00

EVENING ENTERTAINMENT

Disco or Band:	
Time of First Dance:	

SUPPLIER SUMMARY

SUPPLIER TYPE	NAME	ARRIVAL TIME	LEAVING TIME
Hair & Make Up:			
Photographer:			
Wedding DVD:			
Florist:			
Cake:			
Chair Covers:			
Nanny Service:			
Toastmaster:			
Band:			
Disco:			
Outside Activities:			
Other Entertainment:			

Other Services

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YOUR DAY RUNNING BEAUTIFULY AND SMOOTHLY IS SO IMPORTANT TO US AND OBVIOUSLY TO YOU, SO PLEASE BE FULLY AWARE IT IS THIS ITINERARY WHICH WILL ULTIMATLY RUN YOUR DAY. PLEASE PLEASE ENSURE EVERYTHING IS DOCUMENTED HERE. VERBAL INSTRUCTIONS NOT DOCUMENTED CAN BE AMBIGIOUS AND/OR FORGOTTON AND MAY NOT HAPPEN AS YOU WISH.