

Our team would love to get to know you both better. So we have a few short questions below to help us understand your vibe. It would also be great to get a little snap of the two of you together so we can all easily put a face to the name (if you feel comfortable sharing.)

HOW DID YOU MEET?

At work, 5 years ago.

HOW LONG HAVE YOU BEEN ENGAGED?

2.5 years

HOW DID THE PROPSAL HAPPEN?

While skiing in Canada- he got down on one knee at the top of my favourite run.

WHAT IS YOUR FAVOURITE THING ABOUT EACH OTHER?

Jess- I love the way Matt always makes me a coffee first thing in the morning a daily act of love. M

Matt- I love the way Jess calls me on her way home from work just to let me know she'll be home soon because she knows I worry.

WHATS YOUR IDEA OF AN IDEAL DATE?

A long lunch, followed by a walk on the beach.

WHAT ARE THE MOMENTS THAT YOU WANT YOUR GUESTS TO REMEMBER ABOUT YOUR WEDDING?

We wan them to feel relaxed and remember how our love was he star of the day. Drinks & food flowing and smooth transitions throughout the day.

WEDDING DATE	15.05.25			
	NAME	PHONE	EMAIL	
PARTNER ONE	Jessie	0455327891	jess@gmail.com	
PARTNER TWO	Matt	0455327892	matty@gmail.com	
HOUSE COUPLE WILL SPEND ARRIVAL NIGHT?	Jessie- Lakehouse Matt Henhouse			
HOUSE COUPLE WILL SPEND WEDDING NIGHT?	Lakehouse			
AFTER HOURS EMERGENCY CONTACT (someone with a bit of authority) Name & Phone	Rob- Uncle 0400376222			
TOTAL GUEST NUMBERS	120			
TOTAL GUESTS STAYING ON SITE	111			
WELCOME NIGHT				
LOCATION	Veggie Garden			
TIME	6pm			
DESCRIPTION	Woods Pizza night			
PAX	100			
DIETARIES	3 x Vego 2x GF 1 x No Nut			
ANY OTHER VENDORS	NA			
ARE YOU USING THE WOODS BEER BARROW & ESKYS	Y			
DO YOU REQUIRE ICE? (we suggest 6 bags of ice, we sell it for \$5 a bag on site)	Y 6 bags			
ADDITIONAL STYLING ITEMS	NA			
ARE YOU USING THE WOODS SPEAKER	Y			
AFTER PARY HOUSE WELCOME NIGHT	Henhouse			
WEDDING DAY				
YOGA	Y	LOCATION: Chapel	TIME: 8am	
WHERE IS PARTNER 1 GETTING READY?	Jessie Lakehouse			
WHERE IS PARTNER 2 GETTING READY?	Matt Henhouse			
HAVE YOU ADDED AN ADDITIONAL WOODS BREAKFAST?	NA	TIME: NA	PAX: NA	
DIETARIES: NA				
ARE YOU PROVIDING YOUR OWN BREAKFAST FOR YOUR GUESTS?	Y- Self catered	TIME: 9AM	LOCATION: Pool pergola	
ARE YOU ARRANGING LUNCH FOR YOUR GUESTS?	Y- Self catered	TIME: 12pm	LOCATION: Glamping	
DO YOU REQUIRE ANY ADDITIONAL BUGGY PICK UPS PRIOR TO THE CEREMONY- MAYBE AN ELDERY GUEST? PLEASE LIST LOCATION & TIME.	Yes. 1 x Grandma from Flowerhouse at 2:15pm			
CEREMONY				
	DETAILS	WHO IS PROVIDING	WHO IS SETTING UP	LOCATION
CHAIRS (how many, not including bridal party who will stand at the front)	80. 8 rows of 5 on each side	Woods	Woods	Chapel
ARBOUR	Y 2 plinths	Florist	Florist	In front of mirror
FLOWERS	Y	Florist	Florist	In front of mirror & down aisle
AISLE (any flowers, petals runners etc?)	Flowers	Florist	Florist	Petals and flowers
RUG	NA	NA	NA	NA
SIGNAGE/EASLE	Y	Sign from J&M Easte from the Woods		
IS YOUR CELEBRANT PROVIDING THEIR OWN PA?	Y	Celebrant	Celebrant	Front of chapel
DO YOU REQUIRE POWER AT THE CEREMONY	Y	Woods	Woods	2x power. 1 for celebrant, 1 for musician

ARE YOU USING OUR PA AT THE CEREMONY	NA	NA	NA	NA
DRINK STATION (are you having pre-ceremony drinks, a champagne tower/wall. Please list any additional furniture you may require here)	NA	NA	NA	NA
PETALS FOR TOSSING (please note we do not allow confetti- including biodegradable)	Y Petals	Florist	Florist	
ANY OTHER STYLING ITEMS- (additional furniture, fans, bubbles, extra signage)	Fans	Florist	Florist	On chairs
COCKTAIL HOUR				
	DETAILS	WHO IS PROVIDING	WHO IS SETTING UP	LOCATION
WOULD YOU LIKE OUR STANDARD COCKTAIL/LAWN GAME SET UP?	Y	Woods	Woods	As usual
HAVE YOU HIRED ANY ADDITIONAL FURNITURE?	NA	NA	NA	NA
UMBRELLAS	Y	Hired	J&M	On lawn
STYLING ITEMS	NA	NA	NA	NA
GRAZING TABLE	Y	Woods F&B team	Woods	Right of verandah
ANY ADDITIONAL LIGHTING	NA	NA	NA	NA
BAR (are you using our outdoor bar or an external bar bringing their own)	Y	Woods F&B team	Woods	Outdoor
MUSCIAN/BAND/DJ (please note we only allow electric drums onsite- unless approved)	Y Acoustic duo	Oberon Lane	Oberon Lane	On outdoor verandah
DOES YOUR MUSCIAN/BAND/ DJ REQUIRE ANYTHING ADDITIONAL? (stools, tables etc)	Y 2x stools	Woods	Woods	On outdoor verandah
DO YOU NEED OUR PA FOR COCKTAIL HOUR?	NA	NA	NA	NA
DO YOU REQUIRE ANY ADDITIONAL POWER LEADS FOR ADDITIONAL VENDORS AT COCKTAIL AREA?	NA	NA	NA	NA
RECEPTION				
	DETAILS	WHO IS PROVIDING	WHO IS SETTING UP	LOCATION
TYPE OF WEDDING (cocktail, sit down, shared banquet)	Shared Banquet	Woods F&B team	Woods	In shed
TABLES & CHAIRS (please list the amount)	120 chairs. 3 rows + 6 at bridal table	Woods	Woods	In shed
GIFT TABLE	White woods table	Woods	Woods	On right of barn doors
WISHING WELL/CARD BOX	Clear wishing well	Florist	Florist	On whie table
ARE YOU USING OUR INDOOR BAR?	Y	Woods	Woods	In shed
CAKE (what table is being used)	Barrel	Woods	Woods	To left of bridal table
DANCEFLOOR LOCATION	Inside	Woods	Woods	In front of indoor bar
MUSCIAN/BAND/DJ (please note we only allow electric drums onsite- unless approved)	DJ	Oberon Lane	Oberon Lane	On right of barn doors
DOES YOUR MUSCIAN/BAND/ DJ REQUIRE ANYTHING ADDITIONAL? (stools, tables etc)	Table	Woods	Woods	
DO YOU NEED OUR PA FOR RECEPTION? (please note we don't have a microphone)	Y	Woods	Woods	On right of bridal table for speeches
DO YOU REQUIRE A BARREL FOR SPEECHES?	Y	Woods	Woods	On right of bridal table for speeches
SIGNAGE/EASLE	Y Seating chart + easel	Seating chart by J&M Easle woods farm	Florist	On outdoor verandah near door
CHILDRENS AREA?	NA	NA	NA	NA
FAVOURS?	Honey pots	J&M	J&M	On table at each place setting
COOKING EQUIPMENT (please list what you have hired- please note the power availability at the shed is only 20amps total for catering, please advise your catering company of this when deciding what hire items to bring in)	NA Woods F&B	Woods F&B team	Woods	In kitchen

AFTER PARY HOUSE WEDDING NIGHT	Henhouse			
TABLE SET UP				
	DETAILS	WHO IS PROVIDING	WHO IS SETTING UP	LOCATION
TABLE NUMBERS	1, 2, 3	Florist	Florist	On table bar end
MENU CARDS	Style 2	Woods	Woods	On plate
NAME CARDS	Y	J&M	J&M	In front of plate
NAPKINS	White napkins	Woods	Woods	Folded on plate
PLATES	120 main & entrée plates	Woods	Woods	On table
GLASSWARE	120 wine & water glasses	Woods	Woods	On right
CUTLERY	120 Entrée + main	Woods	Woods	Sides
CENTRE PIECES	NA	NA	NA	NA
CANDLES/HOLDERS	Candles	Florist	Florist	Centre of table
RUNNERS	NA	NA	NA	NA
FLOWERS	Y Bud vases	Florist	Florist	Centre of table
OTHER STYLING ITEMS	NA	NA	NA	NA
WEDING PARTY TABLE	Y same styling as all tables	Y same styling as all tables	Y same styling as all tables	Y same styling as all tables
ANY ADDITIONAL ITEMS	NA	NA	NA	NA

ROOM ALLOCATION WEDDING THE WOODS FARM

We are self check-in here at The Woods Farm.

There are NO KEYS, every cottage has its own access code and the Glamping tents are unlocked.

FARMHOUSE				HENHOUSE					
		EMAIL	NUMBER			EMAIL	NUMBER		
		GUEST NAME					GUEST NAME		
ROOM 1	QUEEN	Mum	tonimay@gmail.com	0455327891	ROOM 1	QUEEN	Matt	matty@gmail.com	0455327892
		Dad	tonimay@gmail.com				Rob	robb@gmail.com	0455327893
ROOM 2	QUEEN	Joe	joeandpete@gmail.com	0455327892	ROOM 2	QUEEN	Fred	freddy@gmail.com	0455327891
		Peter	joeandpete@gmail.com	0455327893					
ROOM 3	TWIN	Sally	sallymay@gmail.com	0455327894	ROOM 3	TWIN	Kenny	ken@gmail.com	0455327894
	TWIN	Nan	nannyg@gmail.com	0455327895		TWIN	Rich	richy@gmail.com	0455327895
LIVING AREA	DAYBED				LIVING AREA	DAYBED			
	DAYBED					DAYBED			

TREEHOUSE				BIRDHOUSE					
		EMAIL	NUMBER			EMAIL	NUMBER		
		GUEST NAME					GUEST NAME		
ROOM 1	QUEEN	Tia	tia@gmail.com	0455327892	ROOM 1	QUEEN	Finn	finn@gmail.com	0455327891
		Mathew	Mat@gamil.com				George	george@gmail.com	0455327892
ROOM 2	QUEEN	Fran	franny@gmail.com	0455327892	ROOM 2	QUEEN	Grandma	grandmajen@gamil.com	0455327893
		Soph	Sophie@gmail.com	0455327892					
ROOM 3	TWIN	Tully	tully@gmail.com	0455327897	ROOM 3	TWIN	Uncle Jeff	jeff@gmail.com	0455327894
	TWIN					TWIN	Brodie		
LIVING AREA	DAYBED	Tait	tait@gmail.com	0455327898	LIVING AREA	DAYBED			
	DAYBED					DAYBED	Kate	kate@gmail.com	0455327896

LAKEHOUSE				FLOWERHOUSE					
		EMAIL	NUMBER			EMAIL	NUMBER		
		GUEST NAME					GUEST NAME		
		Dom	dom@gmail.com	0455327892			AJ	aj@gmail.com	0455327892

ROOM 1	QUEEN	Morgan	morg@gmail.com	0455327893	ROOM 1	QUEEN	Brittany	brittany@gmail.com	0455327893
ROOM 2	QUEEN	Cash	cash@gmail.com	0455327894	ROOM 2	QUEEN	Roy	roy@gmail.com	0455327894
		Peta	peta@gmail.com	0455327895			Ru	ru@gmail.com	0455327895
ROOM 3	TWIN	Della	della@gmail.com	0455327896	ROOM 3	QUEEN	Tina	tina@gmail.com	0455327896
	TWIN	Frankie	frankie@gmail.com	0455327897			June	june@gmail.com	0455327897
LIVING AREA	DAYBED	Brit	brit@gmail.com	0455327898	LIVING AREA	DAYBED	Rebecca	rebecca@gmail.com	0455327898
	DAYBED	Matt	matt@gmail.com	0455327899		DAYBED	Peggy	peggy@gmail.com	0455327899

	GREENHOUSE		EMAIL	NUMBER		STABLEHOUSE		EMAIL	NUMBER
		GUEST NAME					GUEST NAME		
ROOM 1	QUEEN	Oceana	oceay@gmail.com	0455327892	ROOM 1	QUEEN	Samantha	samantha@gmail.com	0455327892
		Fred	fred@gmail.com	0455327893			Ross	ross@gmail.com	0455327893
ROOM 2	QUEEN	Atty	atty@gmail.com	0455327894	ROOM 2	QUEEN	Teddy	teddy@gmail.com	0455327894
		Hans	hans@gmail.com	0455327895			Addy	addy@gmail.com	0455327895
ROOM 3	TWIN	Geoff	geoff@gmail.com	0455327896	ROOM 3	TWIN	Poppy	poppy@gmail.com	0455327896
	TWIN	Dahlia	dal@gmail.com	0455327897		Liam	laim@gmail.com	0455327897	
LIVING AREA	DAYBED	Wendy	wen@gmail.com	0455327898	LIVING AREA	DAYBED	Rad	Rad@gmail.com	0455327898
	DAYBED	June	june@gmail.com	0455327899		DAYBED	Phoenix	nixy@gmail.com	0455327899

	GLAMP 1	EMAIL	NUMBER			GLAMP 2	EMAIL	NUMBER
		GUEST NAME					GUEST NAME	
KING SINGLE SINGLE	KING SINGLE SINGLE	Ryan	ryan@gmail.com	0455327899	KING SINGLE SINGLE	Sophee	sophee@gmail.com	0455327834
	GLAMP 3	EMAIL	NUMBER			GLAMP 4	EMAIL	NUMBER

		GUEST NAME					GUEST NAME		
	KING	Brad	brad@gmail.com	0455327898		KING	Neil	neil@gmail.com	0455327834
	SINGLE					SINGLE			
	SINGLE					SINGLE			
		GLAMP 5	EMAIL	NUMBER			GLAMP 6	EMAIL	NUMBER
		GUEST NAME					GUEST NAME		
	KING	Maria	maria@gmail.com	0455327890		KING	Alex	alex@gmail.com	0455327834
	SINGLE					SINGLE			
	SINGLE					SINGLE			
		GLAMP 7	EMAIL	NUMBER			GLAMP 8	EMAIL	NUMBER
		GUEST NAME					GUEST NAME		
	KING	Glenda	glenda@gmail.com	0455327834		KING	Leah	leah@gmail.com	0455327834
	SINGLE					SINGLE	Michael		0455327835
	SINGLE					SINGLE			
		GLAMP 9	EMAIL	NUMBER			GLAMP 10	EMAIL	NUMBER
		GUEST NAME					GUEST NAME		
	KING					KING			
	SINGLE					SINGLE			
	SINGLE					SINGLE			
		GLAMP 11	EMAIL	NUMBER			GLAMP 12	EMAIL	NUMBER
		GUEST NAME					GUEST NAME		
	KING					KING			
	SINGLE					SINGLE			
		GLAMP 13	EMAIL	NUMBER			GLAMP 14	EMAIL	NUMBER
		GUEST NAME					GUEST NAME		
	KING					KING			
	SINGLE					SINGLE			
		GLAMP 15	EMAIL	NUMBER			GLAMP 16	EMAIL	NUMBER
		GUEST NAME					GUEST NAME		
	KING					KING			
	SINGLE					SINGLE			
		GLAMP 17	EMAIL	NUMBER			GLAMP 18	EMAIL	NUMBER
		GUEST NAME					GUEST NAME		
	KING					KING			
	SINGLE					SINGLE			

COUPLE NAMES:	Jess + Matt
WEDDING DATE:	15.05.25

WELCOME NIGHT			
TIME	WHAT	ACTION PERSON/PEOPLE	DETAILS
6PM-10PM	Pizza night	Woods Team	In veggie garden. As per F&B sheet
10PM	After Party House	Rob Uncle help move everyone on	Henhouse

WEDDING DAY			
TIME	WHAT	ACTION PERSON/PEOPLE	DETAILS
8am	Yoga	Woods staff	In the chapel
9am	Breakfast	Self catered	Glamping
10am	Set up	Susie (family friend)	Setting name cards & items we are providing out.
11am	Florist arrival time	Petal & Posy	Start in the chapel then move to the wedding shed. Will stay to repurpose flowers
2pm	Celebrant arrival time	Elle- Kiki	Straight to chapel, bringing her own PA
2pm	Musician arrival time	Oberon Lane	Will set DJ equipment in Wedding Shed- then move to chapel
1pm	Caterer arrival time	Woods staff	Woods team
1pm	Bar arrival time	Woods staff	Woods team
2:30pm	Guest Arrival at Ceremony		
2:45pm	Partner One Collection	Woods staff	Collect Matt from Henhouse
2:55pm	Partner Two Collection	Woods staff	Collect Jess from Lakehouse3:
3:00pm	Bridal party down the aisle	Bride + 4 BM	Woods farm staff to assist
3:00-3:30pm	Ceremony	All	Ceremony to go for approx. 30 minutes
3:30pm	Guests invited to cocktail hour	Bar ready to go.	7hr bar package commences
3:30pm-4:00pm	Family Photos	Captured by Kate	Immediate family only. List provided to Photographer.
3:30pm	Oyster Bar open	Woods staff	Oyster Bar- location on grassed are in canape space with umbrella
3:30pm	Canape service	Woods staff	3 x canapes as per F&B sheet.
4:00pm	Cocktail service	Woods staff	50 mags + 50 espresso martinis
4:00pm	B&G rejoin guests at canapes	B+G	Please keep some canapes aside for B+G. No formal entrance
4:30pm-5:30pm	Wedding party photos	Photographer + Bridal party +Woods Staff	Woods staff to have buggy ready to take couple around for photos.
5:15pm	Guests invited into reception space	Guests	MC to help move guests in
5:30pm	Wedding party entrance/ Champagne	Bridal Party	Champagne tower +DJ to cue music.
5:40pm	MC welcome speech	MC- Family friend	House rules, dinner times etc.
5:45pm	Entree served	Woods staff	As per F&B sheet
6:25pm	Speeches 1st round	Jess's parents + Matts parents	2 x speeches 10 minutes max each
6:45pm	Main meals served	Woods staff	As per F&B sheet
7:15pm	Sunset photos	Photographer + B&G	Weather permitting
7:55pm	Guests move outside	All + Woods staff	Woods staff move tables out of the way ready for dance floor. Be done by 8:40pm
8:00pm	Speeches 2nd round	MOH, BM + B&G	3 speeches
8:30pm	Cake cutting	B+G	MC to introduce, DJ to cue music
8:35pm	First dance	B+G	MC to introduce, DJ to cue music
8:40pm	Dance floor open	DJ	
9:00pm	Late night supper served	Woods Staff	Ham to be placed on table near dancefloor
10:25pm	Final song	DJ	Woods staff to advise time.
10:30pm	Music off	DJ	Woods staff to advise time.
10:30pm	Guests head to after party house	MC to help move guests on	Henhouse

CHECK OUT DAY			
TIME	WHAT	ACTION PERSON/PEOPLE	DETAILS
7:30am-11am	Wedding party bump out of wedding	Bridal party	All items to be removed from Wedding Shed
8:30am-10:30am	Recovery breakfast	Woods staff	To be served at the Pool Pergola
10am	Guest check out of rooms	All guests	To be out of the rooms ready for cleaners at 10am
11am	All guests off site	All guests	Can stay on the property, by the pool + see the animals must be offsite by 11am.

FLORIST	
NAME	Petal & Posy
PHONE	0455327891
EMAIL	petalandposy@gmail.com
DAY ARRIVING ON SITE	Saturday
TIME ARRIVING ON SITE	11am
INSURANCE POLICY NAME/ NUMBER	AAMI 5554123

STYLIST	
NAME	NA
PHONE	
EMAIL	
DAY ARRIVING ON SITE	
TIME ARRIVING ON SITE	
INSURANCE POLICY NAME/ NUMBER	

PHOTOGRAPHER	
NAME	Captured by Kate
PHONE	0455327891
EMAIL	info@capturedbykate.com.au
DAY ARRIVING ON SITE	Saturday
TIME ARRIVING ON SITE	12pm
INSURANCE POLICY NAME/ NUMBER	Campare 4447715

VIDEOGRAPHER	
NAME	NA
PHONE	
EMAIL	
DAY ARRIVING ON SITE	
TIME ARRIVING ON SITE	
INSURANCE POLICY NAME/ NUMBER	

CELEBRANT	
NAME	Konnubials by KiKi
PHONE	0455327891
EMAIL	info@konnubialsbykiki.com
DAY ARRIVING ON SITE	Saturday
TIME ARRIVING ON SITE	2pm
INSURANCE POLICY NAME/ NUMBER	Insure 4562345

CATERERING	
NAME	Woods Farm
PHONE	
EMAIL	
DAY ARRIVING ON SITE	
TIME ARRIVING ON SITE	
INSURANCE POLICY NAME/ NUMBER	

BAR	
NAME	Woods Farm
PHONE	
EMAIL	
DAY ARRIVING ON SITE	
TIME ARRIVING ON SITE	
INSURANCE POLICY NAME/ NUMBER	

CAKE	
NAME	Tasty Treats
PHONE	0455327891
EMAIL	info@tastytreats.com.au
DAY ARRIVING ON SITE	Saturday
TIME ARRIVING ON SITE	11am

INSURANCE POLICY NAME/ NUMBER	
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MUSIC	
NAME	Oberon Lane
PHONE	0455327891
EMAIL	info@oberonlane.com.au
DAY ARRIVING ON SITE	Saturday
TIME ARRIVING ON SITE	12pm
INSURANCE POLICY NAME/ NUMBER	Youi 3321567

DJ	
NAME	As above Oberon Lane
PHONE	
EMAIL	
DAY ARRIVING ON SITE	
TIME ARRIVING ON SITE	
INSURANCE POLICY NAME/ NUMBER	

MC	
NAME	Friend
PHONE	
EMAIL	
DAY ARRIVING ON SITE	
TIME ARRIVING ON SITE	
INSURANCE POLICY NAME/ NUMBER	

NANNIES	
NAME	NA
PHONE	
EMAIL	
DAY ARRIVING ON SITE	
TIME ARRIVING ON SITE	
INSURANCE POLICY NAME/ NUMBER	

HAIR	
NAME	Stephanie Rose
PHONE	0455327891
EMAIL	info@stephanierose.com.u
DAY ARRIVING ON SITE	Saturday
TIME ARRIVING ON SITE	6am
INSURANCE POLICY NAME/ NUMBER	Macey 4523167

MAKEUP	
NAME	As above Stephanie Rose
PHONE	
EMAIL	
DAY ARRIVING ON SITE	
TIME ARRIVING ON SITE	
INSURANCE POLICY NAME/ NUMBER	

OTHER	
NAME	
PHONE	
EMAIL	
DAY ARRIVING ON SITE	
TIME ARRIVING ON SITE	
INSURANCE POLICY NAME/ NUMBER	

OTHER	
NAME	
PHONE	
EMAIL	
DAY ARRIVING ON SITE	
TIME ARRIVING ON SITE	
INSURANCE POLICY NAME/ NUMBER	

WEDDING PARTY TABLE									
1	2	3	4	5	6	7	8	9	10
Fran	Susie	Jade	Soph	Jess	Matt	Fred	Robbie	Kenny	Rich

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TABLE ONE	
1	Hank
2	Phil
3	Freddy
4	Tim
5	Ola
6	Rita
7	Wade
8	Wendy
9	Dorothy
10	Peta
11	Jenny
12	Paul
13	Dave
14	Kevin
15	Rach

TABLE TWO	
1	Sophia
2	Martha
3	Lucia
4	Lucy
5	Betty
6	Fi
7	Nick
8	Ben
9	Frankie
10	Tia
11	Tim
12	George
13	Deb
14	Marcy
15	Morgan

TABLE THREE	
1	Bambi
2	Vivienne
3	Rose
4	Rebecca
5	Jeff
6	Hayley
7	Hannah
8	Katie
9	Penny
10	Jimmy
11	Tom
12	Harrison
13	Mia
14	Minnie
15	Myla

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KEY-	VEGETARIAN	VEGAN	PESCITARIAN	GF	CHILD
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For your guests with dietaries for any canape service (during canape hour or dinner) it would be great to get a picture of each person with their specified dietary so it is easy for our staff to identify them when roaming. (example shown on template)



Tim



Kevin



Chelsea



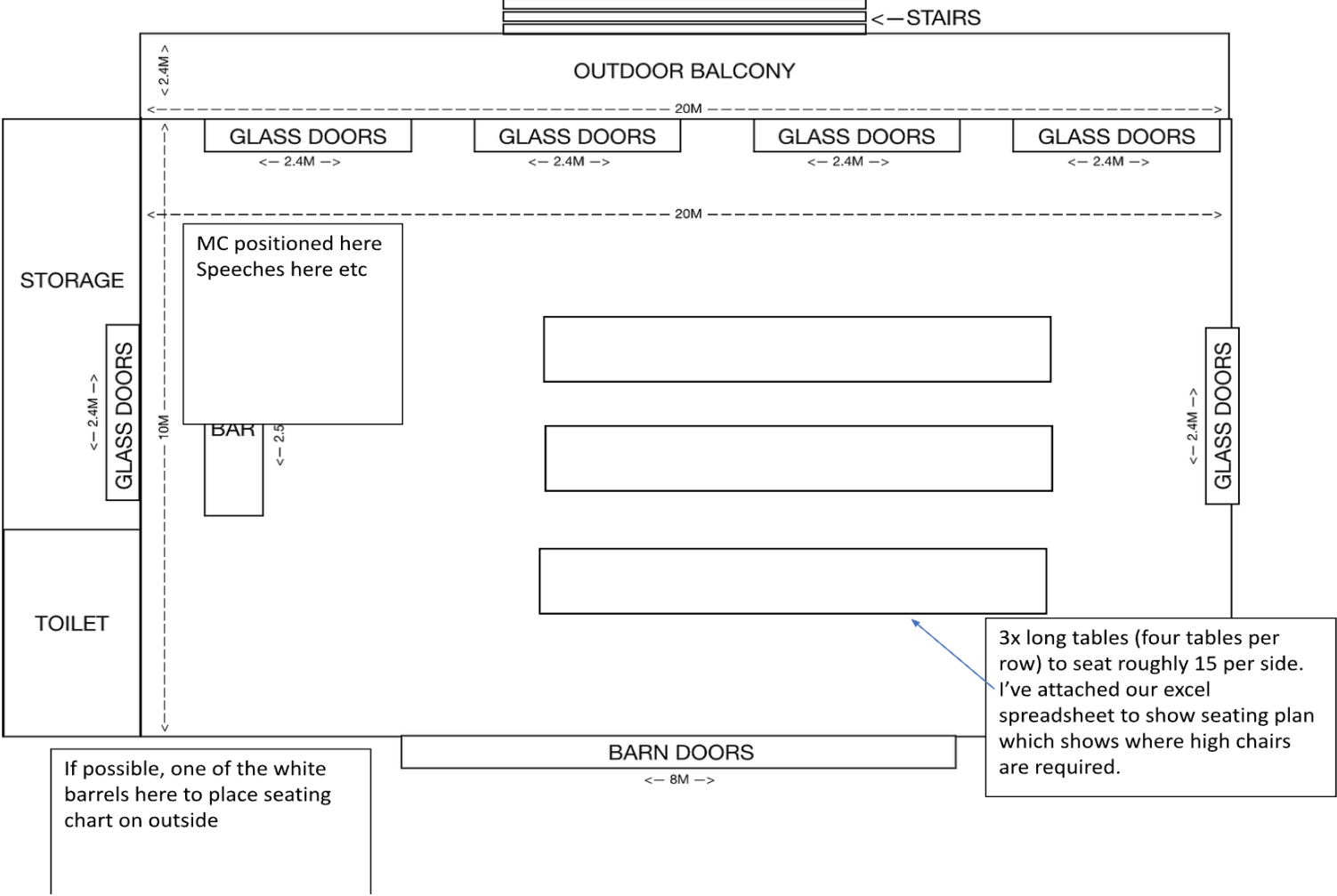
Rita



George

Please insert a screen shot of your floor plan

↑



Please only fill out this page if you have The Woods Farm internal Food & Beverage Packages

We apologies for any double up information required between this form and the final doc. The information is distributed to two teams. We want to ensure we have all the information so we can deliver a seamless service.

ARRIVAL NIGHT

FOOD OPTIONS

Pizza	Y
Food Station	NA
Grazing Table	NA
Other	NA
Number of adults	100
Number of kids	2
Vendor meals (This is just if you would meals provided to your vendors (florist, band, photographer etc)	NA
Start time	6pm
Dietaries	1 x Vego 3 x GF

DRINK OPTIONS

Please note the drinks available on arrival night will be the same choices as your wedding day. Please let us know if you want all varieties available or just a small selection. This is the same for all beer, wine, and cocktail choices.

On consumption paid by the guests	NA
TAB paid by the couple (please note if you are going with the TAB option we will use the credit card details provided in your wedding contract. We will ask you to sign an authorisation on your arrival) Please list the TAB amount	NA
Drinks package (please list which package)	3 hr Bronze package. Starting at 6pm
Combination (please explain the combination of payment you would like) For example- beer & wine on the TAB, cocktails & spirits by guests.	3 hour Bronze package Then guests pay on consumption. Guests can pay as you go spirits & cocktails all night.
Please list your welcome night drink choices	All types as per our choices for the wedding day.
Are you having cocktails on the welcome night, please add your choices (max 3)	NA
Will you have spirits on your welcome night? If yes please let us know if you have a specific list or happy to have our house selection available.	Yes house spirits available please.

WELCOME NIGHT ADD ONS

Champagne tower	NA
How many glasses (30 or 55)	NA
If yes what time	NA
Cocktail tower	NA
If yes what time	NA

NOTES

WEDDING DAY

DRINK OPTIONS

PRE-CEREMONY

Beer Boys (like a flower girl, but instead of kids handing out flowers, it's groomsmen handing out beers)	NA	
Trayed bar service (we can offer bubbles/beers served by our bar staff on trays as your guests walk into the ceremony) Please how many of each you would like. Or if you would prefer an open TAB at this time?	Y- 60 beers Peroni. 60 glasses of bubbles trayed.	
POST CEREMONY		
Which drinks package would you like?	7hr Bronze Package	
What time will your package begin? (we suggest having this start as soon as the ceremony is complete)	3:30pm	
Please list your drink choices for your package	Red wines	Twelve Signs Pinot Noir
	Sparking wines	The Duchess Cuvee
	White wines	Counterpoint Pinot Grigio
	Beers	Great Northerns Asahi Peroni
Do you want to add a cocktail package?	NA	
If adding a cocktail package please list your 3 cocktails from this list- Negroni, Aperol Spritz, Espresso Martini, Margarita, Old Fashioned, Gin Sour, Amaretto Sour, Cosmo	NA	
Do you want to add a spirits package?	NA	
Will you be doing any drinks on consumption paid by your guests? If so please list them.	Yes spirits + cocktails	
Will you have a TAB on the wedding day? Please list the TAB amount and time it will run.	NA	
Would you like to add any pre-purchased cocktails outside of a package? Please list your choices (max 3) and the quantities of each.	Y- 50 mars. 50 espresso martinis to be served at 4pm	
WELCOME NIGHT ADD ONS		
Champagne tower	Y	
How many glasses (30 or 55)	30	
If yes, what time	5:30pm as we enter the wedding shed for reception	
Cocktail tower	NA	
If yes, what time	NA	
NOTES		
FOOD OPTIONS		
COCKTAIL HOUR		
Would you like a grazing table?	NA	
Time	NA	
Would you like canapes?	Y	
List your cocktail hour canape selections	Smoked Eggplant x100. Vege gyoza x100 Beef Kofta 100	
Time	3:30pm post ceremony	
COCKTAIL HOUR ADD ONS		
Oyster bar	Y- Served at 3:30pm post ceremony	
Prawn bar	NA	
WEDDING DINNER		

Cocktail Canape Style NA	List 3 cold canapes	
	List 3 hot canapes	
	List 3 substantial	
Shared Feast Y	List 2 entrees	Crispy Squid + Slow Cooked Pork Belly
	List 3 mains	Gnocchi with Porcini Mushroom + Breast of Chicken + Braised Beef Cheeks
	List 3 sides	Smashed Potatoes + Asian greens + Garden Salad
Plated 3 Course NA	List 2 entrees	
	List 2 mains	
	List 3 sides	
	List 2 desserts	
Food Station	NA	
Number of adults	118	
Number of kids	2	
Kids meals	Chicken & chips	
Vendor meals (This is just if you would meals provided to your vendors florist, band, photographer etc)	4	
Reception dinner service time	5:45pm	
Dietaries	2 x Vego 1 x Vegan 1 x Pesc 1 x GF	
WEDDING DINNER AD ONS		
Extra canapes	NA	
Extra substantial canapes	NA	
Dessert Bar	NA	
Gelato Bike	Y- Served at 8pm	
LATE NIGHT SNACK		
Ham, rolls & condiments.	Y	
Time	9pm	
Location	Wedding shed	
NOTES		

RECOVERY BREAKFAST		
FOOD		
Our standard wedding package includes one breakfast for all inhouse guests. You can add additional guests for \$25pp. Breakfast is served between 8:30am – 10:30am. There are vegetarian, vegan and gluten free options served.		
Number of adults	100	
Number of kids	2	
Start time	8:30am	
Dietaries	1 x Vego 2 x Pesc 1x Nut	
How many offsite guests would you like to add?	NA	
BREAKFAST DRINKS		
Coffee TAB- please specify amount	NA	
Mimosa Bar	NA	
Bloody Mary Bar	NA	