



Intimate Pop Up Final Wedding Meeting Prep

Wedding Date:
Couples Name:

Please fill out this form and email through to Bridgewater prior to the online final meeting. All documentation is required to undertake this meeting and any changes made following this meeting may incur admin fees. Please also be on time as these meetings are scheduled to fit in around our weddings and is likely to be another meeting before and/or after yours.

It is imperative that you read and understand all of this form and information. It is designed to allow us to make the perfect day for you both. We never wish to upset anyone by telling them they are not complying with what is organised or required.

Final Guest Number

Adults – Including wedding couple (13yrs & older)	
Children (5yrs to 12yrs)	
Babies (0yrs to 4yrs)	
TOTAL OF ABOVE	

Please Note:

1. The final guest number as per this form will be what is charged on your final invoice. If numbers decrease, the below numbers stand. If numbers increase, then the new increased number will be invoiced.
2. The Intimate Pop Up Package covers up to 10 guests so any guests above 10 will be charged at a per-person price.

Schedule

Wedding Party #1 (e.g Bride) Arrival	
Wedding Party #2 (e.g Groom) Arrival	
Guests Arrival (30 Mins before Ceremony)	
Ceremony Start Time	
Canapes Service Start Time	
Speeches Start (if applicable)	
Cake Cutting Time (if applicable)	
First Dance Time (if applicable)	
Finish Time (Intimate Package is for three hours from when guests arrive to when they must depart)	
Additional Vendors Arrival - Cake (If Applicable)	
Additional Vendors Arrival - Other (If Applicable)	
Additional Vendors Arrival - Florist (If Applicable)	

Schedule Example

4.00pm - Guests Arrive / Bridal Party Photos of 'getting ready'
 4.30pm - Ceremony (In Native Forest)
 5.00pm - Group Photos (on lawn by chapel)
 6.20pm - Guests make their way to canapes bar / Bridal Party off to get photos around venue
 6.30pm - Bridal party enters into canapes area to enjoy with guests
 6.35pm - First Dance (If applicable) and cake cutting (If applicable)
 6.45pm - Speeches (if applicable)
 7.00pm - Bridal Couple and Guests to depart



Beverage Requirements

As part of the Intimate Package it does not automatically open the bar - Do you want a bar tab (minimum of \$300 required)	
If Bar Tab – How Much?	
If Bar Tab runs out on the night, who do we speak too?	
After Ceremony Requirements?	
Difficult Guests to be aware of	
Notes captured during final meeting (DO NOT FILL IN THIS BOX)	

Please Note:

- That under our licence any opened alcohol at the end of the evening cannot leave the premises
- All guests must present ID if requested by our bar staff, regardless of age. We do not serve alcohol to anyone under the age of 18 yrs. even with parental permission, please make your guests aware of this.



Food

Food Package Selected?	Canapes	
Any Changes to the menu?		
Extra Meals Required (Vendors)? <i>Select the vendor who will have a meal and how many people of that type of vendor (ie Band has 4 members)</i>		
Dietary Requirements? (Name of Guests, and requirements) <i>If you have more than four, please send a separate list</i>	Name of Person	Dietary Requirements
Notes captured during final meeting (DO NOT FILL IN THIS BOX)		

Canapes Menu

- Crostini with Tomato and Pesto (Mi, Vt, Wh)
- Mini Falafel with Babaganoush and Capsicum (Se, Vg, Vt)
- Mini Vegetable Skewers with Tapenade (Vg, Vt)
- Lemon Tart with Raspberry (Eg, Mi, Vt, Wh)

Speeches (if applicable)

Name of Speaker	Relationship to couple	Start time of speech (Approx.)



Cake Requirements *(if applicable)*

Will you be having a cake?	
Have you organised the cake via Bridgewater Estate?	
What type of icing are you having? <i>(ie, will it need to go in our chiller?)</i>	
Delivery Time	
Cake Cutting Instructions	
Do you want to keep any?	

Please Note:

- The cake must be fully completed on delivery, we do not have set up space or icing space.
- We would normally cut as required so as not to cut more than is needed and wrap for you to take home

Disabled Requirements

Do you have any disabled requirements that will need the golf cart? If so, who?	
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Bridal Suite

Are you wanting to book the bridal suite?	
Time of Arrival	
How Many?	
Bridal Suite Closed	
Will you be having a dress change? What time?	

Please Note:

- We have an information booklet that helps you understand how the Bridal Suite works for the day. Please ensure you have read through this booklet which can be found on the "Final Meetings Website Page"
- [CLICK HERE FOR LINK TO BRIDAL SUITE DOCUMENT](#)

Chalet Accommodation

Are you wanting to book the chalet	
Time of Arrival	
Name of guests	
Relationship to the couple if not booked themselves	
Will one of the wedding party (Groom) be using the chalet to get ready in?	

Please Note:

- We have an information booklet that helps you understand how the Chalet Accommodation works for the day/night. Please ensure you have read through this booklet which can be found on the "Final Meetings Website Page"
- [CLICK HERE FOR LINK TO DOCUMENT](#)



Transport

Couple #1 (i.e., Bride) Transport to Bridgewater	
Couple # 2 (i.e., Groom) Transport to Bridgewater	
Guests Transport to Bridgewater <i>(If arranged by couple e.g., minibuses/coach)</i>	
Guests Transport from Bridgewater <i>(If arranged by couple e.g., Mini buses/coach)</i>	

Please Note:

- No buses larger than 29 Seaters are permitted into the Carpark) Two suppliers of twenty-nine seaters are Ritchie and Pavlovich coachlines
- NO PARKING ON THE ROAD

Rehearsal (If applicable)

Date of Rehearsal	Confirmed by BWCE
Time Rehearsal starts	

Please note:

- To book a rehearsal at Bridgewater Estate it will cost \$100
- Maximum 1 hour from the time booked with Bridgewater. We suggest only bringing your wedding party, celebrant if you have organised your own celebrant, MC and person responsible for playing your music
- Please be on time as we may have another rehearsal before or after yours. Any over time may be charged for.

Bond Refund

Bank Account Details	
Name of Account	

Additional Notes
