



Final Wedding Meeting Prep

Wedding Date:
Couples Name:

Please fill out this form along with your Wedding Day Schedule, Table Seating Plan & Menu, & bring with you to your final meeting at Bridgewater. Also email to us two days in advance of our final meeting. Our final meeting will take around 2 hours. Please do not bring friends/family to this meeting. This meeting is for the couple Only. 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 party (13yrs & older)	
Children (5yrs to 12yrs)	
Babies (0yrs to 4yrs)	
TOTAL OF ABOVE	

Please Note:

- 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.*
- Please ensure the total number above aligns with the seating chart that you are also supplying. The numbers should both match*

Schedule

Wedding Party #1 (e.g Bride) Arrival	
Wedding Party #2 (e.g Groom) Arrival	
Ushers Arrival (<i>Recommend One Hour before Ceremony</i>)	
MC Arrival (<i>Must be at least One Hour before Ceremony</i>)	
Additional Vendors Arrival - DJ (If Applicable)	
Additional Vendors Arrival - Florist (If Applicable)	
Additional Vendors Arrival - Cake (If Applicable)	
Additional Vendors Arrival - Other (If Applicable)	
Guests Arrival (<i>30 Mins before Ceremony</i>)	
Ceremony Start Time	
Canapes Start Time	
Reception Room Opens	
Wedding Party Enter (<i>30 Mins after reception room opens</i>)	
Entrée Service Starts (If Applicable)	
Dinner Service Starts	
Speeches Start (<i>Recommended to be after dinner service</i>)	
Cake Cutting Time	
Dessert Served	
First Dance Time	
Finish Time (<i>Function must be finished & guests to have left premises by 12.00am due to council resource consent</i>)	



Contacts

Contact Details	Name	Phone Number
Celebrant		
Allocated Music person		
<i>The allocated music person will oversee the ceremony, background music during canapes and music for reception (Background and if applicable dance floor). All our systems are operated on a Bluetooth function so playlist on their phone is the best option (not applicable if you are hiring a DJ)</i>		
MC's Name		
<i>The MC needs to have authority to act on your behalf if any unexpected problems arise and liaise with our Maître d.' Make themselves known to us on arrival and run through the schedule.</i>		
Ushers Names		
<i>Please allocate 1 or 2 ushers to give Directions to gardens, bathrooms, receive wedding gifts and bring to house for display or place in car straight away. Asked to arrive one hour before the guests. Not part of Bridal Party</i>		
End of Evening Contact		
<i>We require a responsible person to be present at Bridgewater until the last guest has left the property. They are also responsible for removal of any difficult guests within your group.</i>		
Photographers Name	n/a	
Cake Suppliers Name	n/a	
Other Vendors (Band/DJ etc)	n/a	
Other Vendors (Florist)	n/a	
Other Vendors (Makeup/Hairdresser)	n/a	
Other Vendors (Photobooth)	n/a	
Other Vendors	n/a	
Other Vendors	n/a	
Other Vendors	n/a	
Other Vendors	n/a	



Ceremony

Start Time – When will ceremony start	
Finish Time – When will the ceremony finish	
How many in the Wedding Party	
Any guests staying just for the ceremony	
How Many?	
Location of Ceremony	
Would you like chairs for ceremony? How many?	
Do you require reserve signs for family? How Many? (We set up as six on each side)	
Music Type and set up time?	
Garden Games in canapes area?	
Anything special on registry table	
Petals down the aisle? If so, scattered or lines?	
Ceremony Decorations	
Aisle Decorations	
*If you selected 'other', please describe	
Any other decorations	
Notes captured during final meeting (DO NOT FILL IN THIS BOX)	

Photos

Are you taking Photos onsite?	
When are the Photos going to be taken?	
Would you like a Bridal Basket during photos?	
Bridal Basket Start and Finish Time	
Drink Requirements for the Basket (List all the drinks your wedding party will want to drink during photos e.g., Heineken x 4, bottle of Pinot Gris etc)	



Cake Requirements

What type of icing are you having?	
Delivery Time	
Set Up 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

Beverage Requirements

Drink Package Selected	
If Bar Tab – How Much?	
If Bar Tab – do you want spirits included or have your guests pay for spirits?	
If Bar Tab runs out on the night, who do we speak too?	
Before Ceremony Requirements?	
After Ceremony Requirements?	
Reception Requirements?	
Drinks on Head Table 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.
- The Unlimited drinks package does not include spirits. It includes beer, wine, cider, bubbles and non-acholic drinks



Reception (set up)

How many at Head Table	
How many Highchairs Required	
Colour Theme (<i>Bridesmaid Colours</i>)	
Decorations	Below to be filled in following the final meeting
Table Settings	
Centre Piece	
Table Runner	
Other items	
Other items	
Other items	
Other items	
Other items	
Other items	
Other items	
Bouquet vases	
Favours (are you bringing favours)	
Linen/Paper Napkins	
Table Numbers	
Other Decorations in Reception	
Drapery	
Welcome Sign	
Table Seating Board	
Other Signs	
Gift Card Holder	
Guest Book or similar	
Camera	
Lolly Station	
Other Items on Activity Table	
Cake Table	
Photo Booth	
Music (Band/DJ/Playlist)	
Notes captured during final meeting (DO NOT FILL IN THIS BOX)	



Reception (Food)

Food Package Selected?				
Dessert Menu Selected?				
Any Changes to the menu?				
Table Call Order				
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>				
Nationality of Guest?				
Dietary Requirements? (Name of Guests, Table # and requirements) <i>If you have more than four, please send a separate list</i>	Name of Person	Table Number	Dietary Requirements	
Details of Children attending and food requirements? <i>If you have more than five, please send a separate list</i>	Name of Children	Table Number	Age	Will they eat the same as the adult food?
Notes captured during final meeting (DO NOT FILL IN THIS BOX)				

Speeches

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



Disabled Requirements

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

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:

- Please do not remove or move the furniture around as it may incur damage and therefore charges to you.
- The bridal suite is for the sole purpose of the bridal party only, (not guests or partners)
- Recommended maximum of eight guests at one time.
- The bridal suite is for your usage up until the ceremony begins. All personal effects and rubbish are required to be taken prior to ceremony.
- The room is required to be left in the condition it was received.
- Please ensure that if you have someone helping with your pack up, that they are aware of what is yours and ours to pack up. If they are not sure, then please ask.

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:

- Our chalet is for the purpose of accommodation and is available for booking by the couple for themselves or direct family members.
- It includes a continental breakfast for two which will be placed in the chalet during the evening.
- Check-in from 2pm onwards unless otherwise agreed.
- Check-out is required by 10am.
- The chalet can also be booked for the other member of the wedding party to get ready in. If so, please have the Bridal Party clear their clothes etc out of the chalet after dressing and advise them that once the ceremony starts, they no longer have the use of the chalet for themselves, or their guests.



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 Explorer
- NO PARKING ON THE ROAD

Rehearsal

Date of Rehearsal	Confirmed by BWCE
Time Rehearsal starts	

Please note:

- Maximum 1 hour from the time booked with Bridgewater. We suggest only bringing your wedding party, celebrant, 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



Checklist for Final Meeting

- Please ensure you email these documents 2 days prior to final meeting, and bring with you to the meeting

Completed Final Meeting Form	
Seating Plan	
Detailed Schedule	
Menu Selection	
Decoration Sample Photos	