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 couple (13yrs & older)	
Children (1yrs to 12yrs)	
Babies (Under 1 year olds)	
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. *Please ensure the total number above aligns with the seating chart that you are also suppling. The numbers should both match*
3. *Do not include your Vendors into this number unless they are treated as guests and as such will have a place setting*

Schedule

Wedding Party #1 (e.g Bride) Arrival	
Wedding Party #2 (e.g Groom) Arrival	
Ushers Arrival *(One Hour before Guests Arrive)*	
MC Arrival *(Must be at least One Hour before Guests Arrive)*	
Additional Vendors Arrival - DJ (after 10am if applicable)	
Additional Vendors Arrival - Florist (after 10am if applicable)	
Additional Vendors Arrival - Cake (If Applicable)	
Additional Vendors Arrival - Other (If Applicable)	
Guests Arrival *(30 Mins before Ceremony)*	
Ceremony Start Time	
Canapes Start Time	
Reception Room Opens	
Wedding Party Enter *(30 Mins after reception room opens)*	
Entrée Service Starts (If Applicable)	
Dinner Service Starts	
Speeches Start *(Recommended to be after dinner service)*	
Cake Cutting Time	
Dessert Served	
First Dance Time	
Last Song *(To be 30 Minutes before guests must depart)*	
Finish Time *(8 hours from guests arrival)*	

Please Note:

1. *Function must be finished by 11.30pm & guests to have left premises by 12.00am due to council resource consent)*

Contacts

Contact Details	Name	Phone Number
* Celebrant (if you are not using BWCE celebrant)		
* Allocated Music person (If Applicable)		
** If you do not have the Day Coordinator/Celebrant package you will need to have an allocated music person who 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 a spare phone or tablet is you are hiring a DJ) the best option (not applicable if*		
MC's Name		
The MC needs to have authority to act on your behalf if any unexpected problems arise and liaise with our Maître d.' CLICK HERE FOR LINK TO THE MC INFORMATION BOOKLET		
Ushers Names		
Please allocate 1 or 2 ushers to give monitor parking, directions to gardens, bathrooms, receive gifts and bring to house for display or place in car straight away. CLICK HERE FOR LINK TO THE USHERS INFORMATION BOOKLET		
End of Evening Contact		
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.		
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		

- *If you have the package through BWCE where celebrant and day coordinator are part of venue hire, we have put together a list of tasks that each main role would do, for Coordinator, MC, Venue and Other vendors.*
  CLICK HERE FOR TASK LIST
- *If you have organised a DJ or a band you must give the DJ & Live Musician pack to them (Found in the 'Final Meeting Website Page'. For DJ's they are required to plug into the Bridgewater Estate speaker and amp system for the Reception. This is because we now have a system that monitors volume so that we are compliant with noise restrictions.*
  CLICK HERE FOR LINK TO DJ & LIVE MUSICIAN INFORMATION BOOKLET
- *If you have organised other vendors such as Florist, Cake Provider, Makeup Artist or Hairdresser please ensure you have given them the information sheet for 'other providers' found on the Final Meeting Website Page. This covers off information on what they need to bring and other requirements for the day.*
  CLICK HERE FOR LINK TO OTHER PROVIDER INFORMATION SHEET

VIPs (Very Important People)

The list below helps the Day Coordinator (If part of package) help usher key people to their allocated seating in the ceremony area. If you don't have a Day Co-ordinator as part of package, this section still applies as it helps work out how many you will reserve a seat for (as requested in the section above)

Name(s)	Relationship to couple	Ceremony Reserve Seating?

Ceremony

Start/ Finish Time	
Contact Number (who to contact if not getting ready on site)	
How many in the Wedding Party *(Incl wedding couple)*	
Any guests staying just for the ceremony How Many? **Please note, these guests will be charged at $45 per person*	
Location of Ceremony	
Would you like chairs for ceremony?How many? *n/a if you have chosen the Forest Ceremony Location*	
Do you require reserve signs for family? How Many? *(We set up as six on each side)*	
Music Type and set up time (If DJ or Live)?	
Aisle Decorations	
*If you selected 'other', please describe	
Any other decorations	
Any other decorations	
Any other decorations	
Petal throw on garden lawn?	
Garden Games in canapes area?	
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)*		

Please Note:

- *Bridal Basket is paying for a service staff member from Bridgewater Estate. This staff member will travel around the venue with you and the photographer offering the couple drinks and nibbles while photos are being taken. Any drink that is selected will be taken off the bar tab at the start of basket. The food are the canapes that you have selected for your guests to enjoy*
- *If you are having 'first look' photos on site but yet have not booked the Bridal Suite, you will be charged venue hire of $350 per hour (up to two hours). If you have booked the bridal suite then no charge for first look photos.*

Cake Requirements

What type of icing are you having? *(ie, will it need to go in our chiller?)*	
Delivery Time	
Set Up Time (Normal set up is on our white cake table)	
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.*
- *Our normal recommended cake cutting instructions would be coffee size slices and it is bought out in a three tier cake stand*
- *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 and/or cocktail included in bar tab or have your guests pay for them?	
If Bar Tab runs out on the night, who do we speak too?	
Before Ceremony Requirements? (Water will automatically be available)	
After Ceremony Requirements? (We recommend a selection of prepour drinks)	
Reception Requirements?	
First Round Drinks on Head Table Requirements	
Do you want to pre-purchased any cocktail experiences? (Pre purchased cocktails needs to be in lots of 50 glasses at $17 a glass = $850)	
Do you have any other specific request regarding drinks?	
Difficult Guests to be aware of	
Notes captured during final meeting (DO NOT FILL IN THIS BOX)	

Please Note:

- *That under our license 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.*
- *Please do not select Bride and Groom when asked who to speak to when Bar Tab Runs out. Allocate someone who can answer that question*
- *We do not typically open the bar prior to ceremony unless requested. If requested, it will be at a cost of $100 as we need to roster staff to start earlier*
- *If you want to request a special drink (outside of our normal supply) we can but please limit this request. We operated on a buy back basis (whatever has not been drunk needs to be purchased back by the couple at cost price. It may incur a re-stock fee if we need to empty our drinks out of the fridges to make room for your requested drinks*
- *If you want to organise a cocktail experience such as a HIS/HER Cocktail, these are pre-purchased at $17 a glass and in lots of 50 glasses. Usually the cocktails are $19 a glass.*

Reception (set up)

How many at Head Table		
How many Highchairs (We have 3 available)		
Hired chairs? (through our chair provider only)		
Colour Theme *(Bridesmaid Colours)*		
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		
Welcome Sign		
Table Seating Board		
Gift Card Holder		
Guest Book or similar		
Camera		
Lolly Station		
Other Items on Activity Table		
Other Signs		
Cake Table		
TV Required for Speeches?		
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)? *Select the vendor who will have a meal and how many people of that type of vendor (ie Band has 4 members)*		

Dietary Requirements? (Name of Guests, Table # and requirements) *If you have more than four, please send a separate list*	Name of Person	Table Number	Dietary Requirements

Details of Children attending and food requirements? *If you have more than five, please send a separate list*	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.)

Bridal Suite

Are you wanting to book the suite?	
Time of Arrival	
How Many?	
Bridal Suite Closed 1. Lock Up at start of ceremony - ($250) 2. Lock up at start of reception - ($350 3. Lock up at end of reception - ($450)	

Please Note:

- *If you are having 'first look' photos on site but yet have not booked the Bridal Suite, you will be charged venue hire of $350 per hour (up to two hours). If you have booked the bridal suite then no charge for first look photos.*
- *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	
(Groom) be using the chalet to get	

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*

Peak Lodge Accommodation

Have you booked the Lodge?	
Date and Time of Arrival	
Name of guests	
Relationship to the couple if not booked themselves	

Please Note:

- *Peak Lodge is not booked through Bridgewater and needs to be booked through the Peak Lodge website. https://peaklodge.lodgify.com/*
- *If booked, please note that we may have an event on at the venue if you have booked it before or after your event.*
- *You are not permitted to walk the venue grounds during your stay and should be treated as you are staying on a separate property*
- *The Lodge is self serve lodge (similar to an air bnb) and is not serviced during your stay. Please bring all your items you need for your stay such as food and drink.*
- *If any damaged have occurred during your stay, cost of replacement will be taken out of the bond collected on the invoice for your wedding.*
- *Any queries on the lodge must be directed to email of peak.lodge@outlook.com*

Transport

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

Please Note:

- *No buses larger than 31 Seaters are permitted into the Carpark) Two suppliers of twenty-nine seaters are Ritchie and Pavlovich coachlines*
- *NO PARKING ON THE ROAD*

Disabled Requirements

Do you have any disabled requirements that will need the golf cart? If so, name and relationship?	

Please Note:

- *Bridgewater is fully accessible for guest in wheelchairs as we have ramped paths to all locations of the venue. Golf Cart is for guests who walk but have limited mobility.*

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, 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

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	

– Please ensure you have completed the following tasks before our final meeting

Email your MC the link to the MC Information Booklet	
Email your Ushers the link to the Ushers Information Booklet	
Email the DJ or Live Musician a link to the 'MC & Live Musician Information Sheet' (If applicable)	
Email your other vendor the link to the 'Other Vendor Information Sheet' (If applicable)	