

Day Coordinator Information

Couples Name:

Wedding Date::

As part of your Venue Hire, a Day Coordinator is included to assist throughout the ceremony and canapés, and to support your MC up until the commencement of the reception.

Ceremony Processional Support

The Day Coordinator will assist the bridal party by cueing the aisle walk, lining up the bridal party, and completing final visual checks to ensure everyone looks their best before the ceremony. Following this, they will line up the music to start the ceremony.

Music Support

The Day Coordinator will be responsible for managing and playing your music if you do not have a DJ or live musician. Music will be played from guest arrival through to the couple's entrance into the reception area using the Bridgewater audio system.

If you do not have a DJ or live musician for the reception, please note that the MC will be responsible for running the music after dinner, including first dances, as the Day Coordinator's service concludes once the reception has commenced.

Group Photo Support

The Day Coordinator can also assist with coordinating group photos, if required (please note that some photographers may manage this themselves).

If group photo coordination is needed, the MC will announce the guest names, while the Day Coordinator will check off guests, direct them to the photographer, and advise the MC when the next group is ready to be called.

Bridal Party Information

Please complete this form sharing who will be in the Bridal Party so they know who to cue for the start of the isle walk

Order #	Name	Relationship
Person #1		
Person #2		
Person #3		
Person #4		
Person #5		
Person #6		
Person #7		
Person #8		
Brides Support Person (ie Father)		

Music Information

Please complete this form to provide all music selections for your wedding day. This information ensures your music is played smoothly and seamlessly using the Bridgewater audio system.

All music must be provided via Spotify playlists.

1. Create playlists in Spotify according to the sections listed below. (*Four folders in total*)
2. Ensure each folder is clearly named using the exact titles provided.
3. Once completed, share your playlist folders with:
Spotify Username: Tracey Button

Please confirm playlists are shared at least 14 days prior to your wedding.

These playlists will be loaded onto the Bridgewater devices for playback on the day.

Playlist #1 - Pre-Ceremony Music

(Playing at the Garden Bar when guests arrive)

.....
Name of Playlist

Playlist #2 - Ceremony Background Music

(Playing at the Ceremony Location when guests arrive)

.....
Name of Playlist

Playlist #3 - Ceremony Music

1. Grooms Entrance (If Applicable)

.....
Name of Playlist

2. Processional Song (Bridal Party)

.....
Name of Song

3. Bride(s) Entrance (if different from Bridal Party)

.....
Name of Song

4. Two Witness Signing Songs

.....
Name of Song

.....
Name of Song

5. Recessional Song (Exit Song)

.....
Name of Song

Playlist #4 - Cocktail Hour

(Playing at the Garden Bar following ceremony)

.....
Name of Playlist

Playlist #5 - Reception Background

(Background Playlist for guests arrival into Reception location)

.....
Name of Playlist

Playlist #6 - Reception Entrance

1. Bridal Party Entrance (If Applicable)

.....
Name of Song

2. Bride/Groom and Bride/Groom Entrance Song

.....
Name of Song

Group Photo List

Please complete this form sharing names of the group photos that the MC and Photographer will also use

Photo Number Order	Group Name	Names
Sub Group Photo #1		
Sub Group Photo #2		
Sub Group Photo #3		
Sub Group Photo #4		
Sub Group Photo #5		
Sub Group Photo #6		
Sub Group Photo #7		
Sub Group Photo #8		
Sub Group Photo #9		
Sub Group Photo #10		