



All-Inclusive 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 All-Inclusive Package covers up to 40 guests so any guests above 40 will be charged at a per-person price.

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	
Grazing Table Start Time	
Speeches Start (<i>if applicable</i>)	
Cake Cutting Time (<i>if applicable</i>)	
First Dance Time (<i>if applicable</i>)	
Finish Time (<i>All-Inclusive Package is for four hours from when guests arrive to when they must depart</i>)	

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)
 5.20pm - Guests make their way upstairs where bar and grazing table opens / Bridal Party off to get photos around venue
 5.30pm - Bridal party enters into reception area to enjoy with guests
 5.35pm - First Dance (If applicable) and cake cutting (If applicable)
 5.45pm - Speeches (if applicable)
 7.00pm - Photographer departs
 8.00pm - Bridal Couple and Guest to depart



Contacts

Contact Details	Name	Phone Number
Celebrant (if not using the one supplied)		
Allocated Music person		
<p><i>The allocated music person will oversee the ceremony, 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 the best option</i></p>		
MC's Name		
<p><i>The MC needs to have authority to act on your behalf if any unexpected problems arise and liaise with our Maître d.'</i> CLICK HERE FOR LINK TO THE MC INFORMATION BOOKLET</p>		
Ushers Names		
<p><i>Please allocate 1 or 2 ushers to give monitor parking, directions to the ceremony, bathrooms, receive gifts and bring to house for display or place in car straight away.</i> CLICK HERE FOR LINK TO THE USHERS INFORMATION BOOKLET</p>		
End of Evening Contact		
<p><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></p>		
Other Vendors (Band/DJ etc) n/a		
Other Vendors (Florist) n/a		
Other Vendors n/a		
Other Vendors n/a		
Other Vendors n/a		
Other Vendors n/a		

Please Note:

- 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](#)

Ceremony

Start Time – When will ceremony start	
Finish Time – When will the ceremony finish	
How many in the Wedding Party <i>(incl wedding couple)</i>	
Any guests staying just for the ceremony	
How Many? <i>*Please note, these guests will be charged at \$25 per person</i>	
Location of Ceremony	FOREST
Do you require reserve signs for family? How Many? <i>(We set up as six on each side)</i>	
Music Type and set up time (If DJ or Live)?	
Will you be using the Package Bouquets?	
Aisle Decorations (refer to pictures)	
<i>*If you selected 'other', please describe</i>	
Any other decorations	
Any other decorations	
Any other decorations	
Notes captured during final meeting (DO NOT FILL IN THIS BOX)	



1. Toe Toe Arrangements



2. Black Lanterns with Flowers



3. Terracotta Pots in Rattan Stands



Reception (set up)

Welcome Sign		
Other Signs		
Gift Card Holder		
Guest Book or similar		
Camera		
Lolly Station		
Other Items on Activity Table		
Are you bringing Favours?		
Music (Band/DJ/Playlist)		
Notes captured during final meeting (DO NOT FILL IN THIS BOX)		

Beverage Requirements

As part of the package you have 80 drinks (not spirits). If you finish your 80 drinks, do you want a bar tab?	
If Bar Tab – How Much?	
If Bar Tab – do you want spirits included in bar tab or have your guests pay for spirits?	
If Bar Tab runs out on the night, who do we speak too?	
Before Ceremony Requirements? <small>(Water will automatically be available)</small>	
After Ceremony Requirements? <small>(We recommend a selection of prepour drinks)</small>	
Bride & Groom Chosen Drink for after ceremony?	
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.



Reception (Food)

Food Package Selected?	Grazing Table	
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)		

Grazing Table Menu

- Mini Ham and Cheese Croissants
- Spinach and Béchamel Toasties
- Soft Base Pizza Fingers with Pesto
- Thin crusted Quiche Lorraine
- Vegetarian Brioche Slider, Falafel, creamy Chickpeas and Capsicum Relish
- Butter Roll filled with Squid, crunchy Salad and Tartare Sauce
- Bao Bun loaded with crispy Chicken Breast, pickled Vegetables and Peanut Sauce
- Steamed Bread, peppered Strips of Beef coated in sweet Teriyaki Sauce and Pickles
- Assorted New Zealand Cheeses
- Crackers and assorted Breads
- Toasted Nuts
- Dried Fruits
- Dips and Spreads, Crudités
- Seasonal Sliced fruits
- Assorted Slices

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

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 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



Checklist for Final Meeting

– Please ensure you email these documents 2 days prior to final meeting

Completed Final Meeting Form	
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– Please ensure you have completed the following tasks before our final meeting

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