

Ushers Information Pack



So much to remember....



So you have been asked to be one of the ushers on your friends/families important day.

This must be such an honour but you maybe thinking "What do I do as an usher?"

We have tried to create a booklet to help you in your role and to not overwhelm our awesome couples with information they do not need to remember. They just need to think about themselves and each other on this special day

Within this booklet you will find information on what roles ushers play, key jobs you need to cover as well as information on the venue to help you guide the guests.

The owners of Bridgewater, Tracey and Justin will be around at the venue for the full event and if you forget anything, we are here to help. in the meantime, if something is not mentioned here, or you need further information please do not hesitate to reach out to Justin on 0274 798 107

In Arrival



One of your key jobs for the day is to greet the guests on their arrival. To do this, we have listed a few tips below:

Please arrive at least 30 minutes before the guests so that you have time to familiarise yourself with location and be in position for their arrival.

We advise you to check in with Justin Button at Reception and he can guide you further.

If it is a day where weather is not the best, come and see Justin at Reception where he will discuss which way you will send the guests on arrival

You would be based at the entrance of the walkway we call the lavender path

Jobs to Cover



CARPARKING

Our carpark can hold up to 33 cars based on carpark markings and a further 7 cars at other areas such as double parking etc. If the carpark fills up, the ushers will be required to direct cars to park behind other parked cars.

Please note we do not want cars parked on the grass as this can damage the grass and leaves the property not looking it's best for future weddings

COLLECTION OF CARDS/PRESENTS

As guests arrive, they will want to place their gifts and cards somewhere fast so that they are hands free. This is where you can be helpful.

As guests arrive to the entrance, ask if they can collect the gift/card and place it with the others. You then have two options

1. Drop off the presents/cards into the Reception Area where there will be an gift table inside
2. Place gifts/cards straight into an allocated vehicle so the couple does not need someone to collect at the end of the night. *Please confirm with your couple what they would like you to do.*



DIRECTIONS AND DISABLED REQUIREMENTS

You you will be given instructions on where the ceremony is held (we have several locations). Your role is to direct the guests to the correct area where they will wait until the MC instructs them to sit at the ceremony.

However, suggest to the guest before they make their way down the path to use the bathrooms. Bathrooms are on the right and the guests path is on the left.

If you have a guests that requires assistance getting down to the ceremony area, please call Justin on 0274 798 107 who will arrange for a golf cart to pick them up from the entrance.



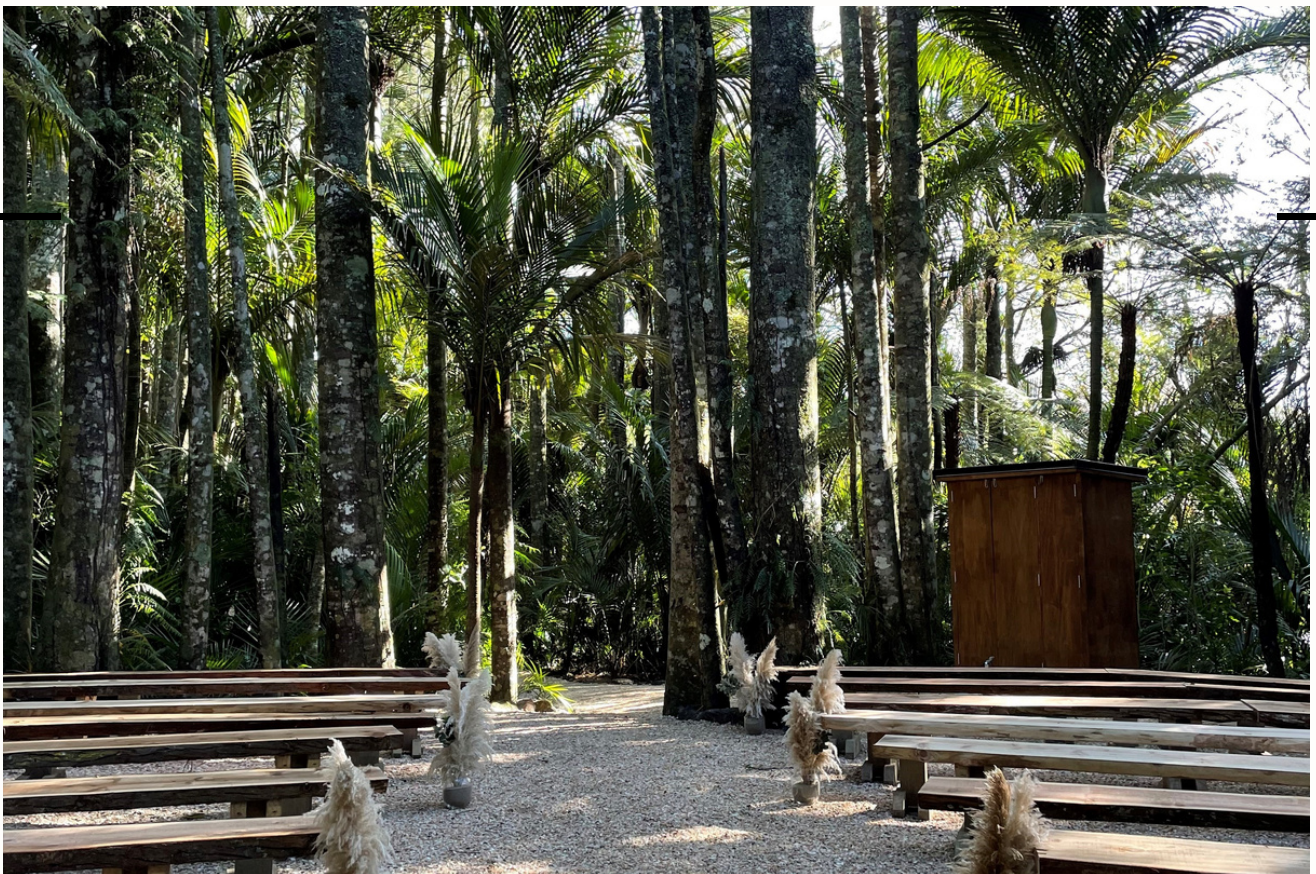
One more job

FOREST CEREMONY CUSHIONS ONLY APPLICABLE - *IF COUPLE HAS CHOSEN THE FOREST LOCATION*

Once the guests are down in the garden bar, they are now in the hands of the MC. The MC will direct them to the bush walk path to the Forest Ceremony location.

On arrival, the guests are treated to a cushion to sit on as the bench seats are wood and some may not like that for a long period.

You can stand at the cupboard (you see in the picture) and hand out a cushion to each guests as they arrive up the path



Map of the Property



That's all folks



We hope that you found this booklet helpful and that it helps prepare you for the main jobs you are looking after.

However please note that your couple may have instructed you additional jobs throughout the day so please ensure you have had a good debrief with them.

If you do have any additional instructions, feel free to write this on the last page so that you have everything in one document.

Thank you for being part of this special day and with all of us prepared the wedding will be a great day!

Additional Jobs

Additional Task #1

Additional Task #2

Additional Task #3

Additional Task #4