

MOONACRE

WEDDINGS

Wedding Planning Form

COMPLETION GUIDE

A practical guide to completing the online form for your wedding information accurately.



Complete the online form

Scan the QR code or use the link supplied by Moonacre.



This guide supports the form; do not complete this form

How to use this guide

The Wedding Planning Form is Moonacre's final information check before your wedding day. We will already hold much of the information requested; completing the form gives you the opportunity to confirm that it remains correct, provide any final details and make sure nothing important has been missed.

Work through the form in order and use the latest confirmed information available to you. Where something is genuinely still being finalised, say that it is TBC rather than guessing. We will run through the completed plan with you again before the wedding day.

Keep the answers consistent

Where the same timing appears in more than one place - particularly in your wedding timeline and the individual timing questions - please make sure the information matches. The purpose of the form is to give Moonacre, your suppliers and the wider team one clear plan to work from.

1 Couple, dates & primary contact

Your first name and last name

Partner's full name

Wedding arrival date

Wedding ceremony date

Wedding departure date

Best contact number

Best email address

Check the dates carefully and provide the contact details you are most likely to use in the final lead-up to the wedding. These details are used to cross-reference the rest of your planning information against the correct booking.

2 Secondary contact & decision authority

Secondary contact name

Secondary contact number

Permission for this person to make reasonable on-the-day decisions if you are unavailable

Choose a trusted person who knows your plans well, will be available on the wedding day and is likely to have their phone with them. Their role is to provide a practical point of contact if we need a quick answer without interrupting you.

Decision authority

Only confirm decision-making authority if you are comfortable for this person to make reasonable practical decisions on your behalf when you cannot be reached. This is particularly useful for time-sensitive operational or wet-weather decisions.

3 Guest information

Number of daytime guests
Number of evening guests
Time evening guests are arriving
Number of children attending
Whether highchairs are required
Accessibility requirements
Anything else about your guests that would be useful for the Moonacre team to know

Use your latest expected numbers. Where the form asks whether there is anything else we should know about your guests, include only practical information that may affect the way the venue or team needs to prepare.

4 Arrival, setup & getting ready

If you have booked four hours of setup time the day before, the time you would like this to commence
Where each of you will be getting ready on the wedding day
Who will be officiating your ceremony

Give the agreed setup start time rather than a general part of the day. For getting-ready locations, use the accommodation or area names you will actually be using so the team can identify where each of you will be based.

5 Ceremony arrangements

Day guest arrival time
Chair / bench setup arrangements
Any reserved seating or particular seating arrangements
Ceremony music and whether you require Moonacre's Bluetooth speaker
Whether you have booked a stretch tent for the wedding platform

Be specific about seating. If particular rows, benches or seats are reserved, state who they are for and where they should be positioned. For ceremony music, confirm whether you are using Moonacre's Bluetooth speaker so the correct equipment can be prepared.

6 On-site accommodation & camping

Number of guests staying on site the night before the wedding

Number of guests staying on site the night of the wedding

Number of tents provided by guests

Number of tents provided by a bell tent company

Number of camper vans

Number of motorhomes

Number of caravans

Please give the best confirmed numbers available. Vehicle-based accommodation and third-party bell tent provision are particularly useful for the team to understand before site setup and guest arrival.

7 Bar arrangements

Whether you would like the bar open before the ceremony

Whether you have pre-ordered drinks

Whether you have booked a late licence with Moonacre

If you would like the bar open before the ceremony, please allow enough time for guests to finish their drinks before moving to the ceremony area; alcohol cannot be taken into the ceremony area. If you have pre-ordered drinks, simply confirm that you have - you do not need to repeat the order details because Moonacre will already hold them.

8 Catering

Caterer name(s), contact name(s) and telephone number(s)

What the caterer is providing and at what times

Whether the caterer has completed the required form / received the required Moonacre information

Caterer arrival day and setup time

Important - please send the caterer information before submitting the final plan

Your caterer should have received Moonacre's caterer information / requirements and completed any information requested by Moonacre. This is important because their setup, access, waste, safety and service arrangements have a direct effect on the venue. If the caterer has not yet received the information, please send it to them before the wedding and make sure they understand the relevant site requirements.

9 Music, musicians, bands & DJs

Name(s) and contact details for musicians, bands and/or DJs

The time(s) they are playing

Whether they have completed the required form / received the Moonacre DJ & Band information

Their arrival time(s) for setup

Important - bands and DJs must be briefed before the wedding

Please make sure every band, DJ or music supplier working at Moonacre has received the relevant Moonacre information before the wedding day. They need to understand the venue sound system, setup arrangements, sound-management requirements and operational restrictions in advance. This should not be left until they arrive on site.

10 Other suppliers

Any other suppliers and their contact names / telephone numbers

Whether they have completed any required form or received the relevant Moonacre information

Their arrival times

Departure times for suppliers

This is for suppliers not already covered in the catering or music sections. Give a usable contact and realistic arrival/departure timing for each supplier. Where Moonacre has provided supplier-specific information or a form, please make sure the supplier has received and completed it before the wedding.



Supplier information is most useful when every supplier has a contact, an arrival time and the relevant Moonacre information before coming onto site.

11 Table layout

Table layout and number of seats per table

Describe the layout clearly enough for the team to understand exactly how you would like the space arranged. If you are working from a seating plan, please make sure the table numbers and number of seats entered below match the latest version of your plan.

Moonacre is a DIY wedding venue, so please be aware that tables and chairs may not always be set out for you in advance, particularly where layouts are complex or require detailed positioning. We recommend allowing sufficient time during your setup period to make any final adjustments and get everything exactly how you want it.

12 Wedding day timeline / order of the day

Upload the latest version of your wedding day timeline / order of the day

Your timeline is one of the most important pieces of information in the form. It allows Moonacre, your suppliers and everyone involved in delivering your wedding to understand what is happening, where it is happening and when. It also gives us the opportunity to cross-reference the information you have supplied and make sure we are all working from the same plan.

Upload the latest version

Please upload the version you actually expect suppliers and staff to work from. If you have made changes to timings, suppliers or the running order, update the timeline before attaching it.

The form also asks you to pull out the key timings so that Moonacre can see the operational points quickly without having to search through the full timeline.

- Supplier arrival / site access
- Guest arrival
- Ceremony start and finish
- Drinks reception
- Wedding breakfast / food service
- Speeches
- Evening guest arrival
- Cake cutting
- First dance
- Band / DJ start
- Evening food
- Last orders
- Music finish
- Guest departure / transport

These timings should match the full timeline you upload. The plan does not need to make the wedding rigid; it is a working guide that gives everyone a common reference point for the day.

13 Wet-weather preferences & decisions

Your preferred wet-weather plan for the ceremony and/or other outdoor parts of the day
How far in advance you would like the final wet-weather decision to be made
Who should make the final decision
Whether your nominated secondary contact / coordinator may make the decision if you cannot be reached
Anything else you would like us to know about your wet-weather preferences

The aim is to agree the decision-making process before the wedding day. Tell us whether you prefer an earlier decision for certainty or whether you would rather wait as long as reasonably practical before switching to the wet-weather plan.

One clear decision-maker
Make sure the person named in this section understands that they may be contacted for a final decision. If this is the same person as your secondary contact, the answers should be consistent.

14 End-of-night transport

Whether you have arranged carriages / guest transport for the end of the night and, if so, the collection time
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Provide the actual collection time where it is known. End-of-night transport is part of the wider wedding timeline, so the time entered here should match the departure / transport timing in the plan you upload.

15 Valuable & sentimental items

Any valuable, sentimental or particularly important items that will be left in the marquee or elsewhere at Moonacre that you would like us to be aware of

Moonacre cleans the marquee after the wedding. Please tell us about any valuable, sentimental or particularly important items that may still be present so the team knows they require particular care during the clean-down.

Where possible, arrange for genuinely valuable or irreplaceable items - for example cards, gifts, jewellery, sentimental photographs or personal keepsakes - to be collected or stored safely before the marquee is cleaned. The purpose of this question is to make sure important items are not mistaken for general wedding belongings during the post-event clear-down.

Before you submit

Give the form one final review before pressing submit. You are not trying to create a minute-by-minute contract for the wedding; you are making sure that Moonacre and your suppliers start the day with the same information.

Final cross-check

Confirm that your contact details and dates are correct; your guest numbers are current; supplier contacts and arrival times are usable; your caterer has received the caterer information; your band / DJ has received the relevant information; your key timings match the uploaded timeline; your wet-weather decision-maker is clear; and any important items being left in the marquee have been identified.

What happens next?

Thank you for providing the information. We are very excited to welcome you to Moonacre for your wedding.

Once the form is submitted, we will bring the information together into a comprehensive wedding day plan, cross-referencing your timings, suppliers, contacts and arrangements so the Moonacre team has a clear operational overview of the day.

Before the wedding, we will run through the plan with you again to make sure there have been no significant changes. Plans can, of course, change. The document is not intended to make the day rigid; it is there to give you, your suppliers and the Moonacre team a reliable guide to work from.

That is it - your final planning information is complete.
We will take it from here and prepare the working plan for your wedding day.



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