

General Information	Full Names: Contact Details: Hire Dates: Arrival: Wedding: Departure: Guest Numbers: Day: Evening: Total Number of Guest Staying Onsite: In accommodations: Camping: Accessible toilet Required:
Timelines	

Supplier Contacts and Information (To include at a minimum: Business Name , Main Contact Name, Contact Number, Email)	
Ceremony Information	Wedding party location prior to ceremony: Bride: Groom: Ceremony location: Dry weather plan: Wet weather plan: Legal Ceremony: Yes/no Celebrant lead: Yes/no Ceremony Arrangements:(Example: Who is walking down the aisle?) Ceremony Music Arrangements (live music or playlist? If having a playlist please provide the Name of person in charge of this): Seating Arrangements for ceremony: (are you have reserved seating?)

Pre-arrange drinks and bar	Bar Opening Times (make sure to include what time the bar is to open on your timeline) Pre Purchased drinks: Location of drinks service:
Catering Information (To include at a minimum: Business Name , Main Contact Name, Contact Number, Email)	Caterers Information: Seating plan:
Music Important Music License Information: Music can play from 12noon - 11pm Live Bands can play inside the marquee from 12noon - 9pm	
Camping Information	Number of tents: Campervans/Motorhomes: Bell Tents (please include supplier information)