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| **Wedding Order of Events -** | |
| **Wedding Couple Names:** |  |
| **Wedding Date:** |  |
| **Wedding Package:** |  |
| **Invites:** |  |
| **RSVP Date:** |  |
| **Approx. Number of Guests:** |  |

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| **Civil Ceremony -** | |
| **Ceremony Location:** | Coach House |
| **Ceremony Time:** |  |
| **Register:** |  |
| **Ceremony Centrepiece:** | Unity Candle Flower Centrepiece |
| **Ceremony Music:** | Name:  Set Up Time: |
| **Extra Décor:** | Chiavari Chairs/Red Carpet/Hotel Flower Ache/Lanterns |
| **Notes:** |  |

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| **Drinks Reception -** | |
| **Location:** | Courtyard |
| **Arrival Time:** | 3pm |
| **Package Drinks:** | Tea& Coffee/Fruit Juices/Prosecco  Bottle of Beers (if included in package) |
| **Any other Drinks:** | Gin Bar/Whiskey Bar/or Cocktail Bar? |
| **Canapés on Arrival:** | Homemade Short bread & Scones  Chef Canapes or Finger Sandwiches (if included in package) |
| **Arrivals Music:** | Name:  Set Up Time: |
| **Any Extra Décor:** | Welcome Sign: - located outside Coach House Entrance.  Guestbook: - located on the Coach House Table |
| **Dinner Call:** | 5pm |
| **Timeline:** | 3.00pm- Drinks Reception in Coach House  4.00pm - Arrival of Bride & Groom (Photos taken on Hotel Grounds)  5.00pm - Meal Call  --:--pm- Speeches x TBC |
| **Notes:** |  |

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| **Evening Reception** | |
| **Dinner Location:** | Ormsby Suite |
| **Mealtime:** | 6pm |
| **Wedding Party/B&G Entrance:** | 5:30/5:45pm |
| **Centrepieces:** | Sliver Candelabras & Fresh Neutral Flowers  (included in package)  \*\*Top Table Unity Centrepiece- from ceremony |
| **Favours, Flowers & Gifts:** |  |
| **Wedding Décor:** | Fairy Light Backdrop  LOVE Letters: (located- |
| **Top Table:** | Number of people at table- x\_\_\_  Shape:- |
| **Top Table Seated Order:** |  |
| **Introduce Bridal Party:** | Welcome \_\_\_\_\_&\_\_\_\_\_ Wedding Party! |
| **Bridal Party Names & Order:** | Coupled Up or Separate (Bridesmaids/Groomsmen)? |
| **Entrance Song for**  **Wedding Party:** |  |
| **Introduce B&G as:** | The New -----&------- |
| **Entrance Song for B&G:** |  |
| **Prosecco Toast or Drink of Choice:** |  |
| **Number of Speeches:** |  |
| **Timing of Speeches:** | Before Meal? After Mains? Or After Meal? |
| **Grace Before Meal:** |  |
| **Menu Confirmation:** |  |
| **Dietary Requirements:** | T#- (Wedding Guest Name Here)- allergy here |
| **Silent Vegetarian Option:** | Chefs Choice or Couples Choice- TBC |
| **Kitchen Notes:** |  |
| **Number of Children:** |  |
| **Children’s Menu:** | Starter.  Soup of the Day  Garlic Bread  Main Course.  Fish Goujons & Chips or Mash  Pasta with Tomato Sauce  Sausages & Chips or Mash  Chicken Goujons & Chips & Mash  Dessert.  Kid’s Choc and nut Brownie  Selection of Ice Cream |
| **Wine:** | Red: -  White: - |
| **Cake Table Located:** |  |
| **Tiers/Cutting Cake:** | Tiers:- x  Cut how much?:- |
| **Serving Cake:** | At Evening Supper |
| **Time of Evening Food:** | 11pm/11:30pm |
| **Evening Food:** | Freshly Prepared Sandwiches & Hot Options x TBC |
| **Residents Bar:** | Tayto Sandwiches (if included in package) |
| **Time of Residents Bar:** | 2am-2:30am |

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| **Suppliers** | |
| **Ceremony Music:** | Name:  Set Up/Playing Time:  Phone#: |
| **Arrivals Music:** | Name:  Set Up/Playing Time:  Phone#: |
| **Photographer:** | Name:  Company:  Phone#:  \*\*Offer a wedding meal in Middleton Bar & charge to couples wedding account ( €25pp) |
| **Videographer:** | Name:  Company:  Phone#:  \*\*Offer a wedding meal in Middleton Bar & charge to couples wedding account (€25pp) |
| **Band:** | Name:  Set Up/Playing Time:  Phone#: |
| **DJ:** | Name:  Set Up/Playing Time:  Phone#: |
| **Extra Entertainment:** | Name:  Set Up/Operating Time:  Phone#: |
| **Cake:** | Name:  Set Up Time:  Phone#: |
| **Florist** | Name:  Set Up/Playing Time:  Phone#: |

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| **Other Details** | |
| **Additions to Wedding Package:** | Pre or Post Wedding Gathering  Hotel Post Box €50- TBC  Full Candy Cart €200-TBC |
| **Items to be Dropped in:** | -Welcome Sign  -Bathroom Baskets  -Guest Book- TBC |