



FRANK VISSER PHOTOGRAPHY

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vbase

Wedding Event Plan



Congratulations!

Congratulations on booking your wedding with Vbase

Your wedding day will truly be the most amazing unforgettable day of your life. We want to ensure that the planning and lead up to your day is equally as special.

Here at Vbase we have created an event plan to help you with planning your perfect day.

This document is a template that you can complete and send to us as you confirm details for your wedding day.

We have broken it down into sections so that you can send us

through relevant information as and when it is required, it also gives you a timeframe to work towards.

On the final page we have included a wedding checklist/timeline which we think will come in handy.

Happy Planning!

CONTENTS CHECKLIST

Yes I've filled in:

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Yes I've Read:

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IMPORTANT INFORMATION

Let's start at the beginning! Before you get into full wedding planning mode it would be great to get an idea of the initial details for your wedding.

KEY INFORMATION

Please complete this form and send it back to your wedding coordinator as soon as your booking is confirmed.

Wedding Date day date month year: _____

Name of Bride: _____

Name of Groom: _____

Bride's Married Name: _____

Ceremony Location: _____

Ceremony Time: _____

Marriage Celebrant: _____

Estimated number of guests: _____

Estimated Reception timings: _____

CATERING

Vbase have a range of food & beverage options to choose from for your special day, whether you are after a cocktail style wedding, buffet or plated menu we have different style menu options for your consideration or alternatively we can customize one to suit.

Please complete this form and send it to your wedding coordinator **two months** out from your wedding.

BEVERAGES & BAR SERVICE

Will you be going with a Beverage package? **Yes / No**
If yes please list your selection below: _____

If you are not going with a Beverage package will you have Beverage on consumption? **Yes / No**

*If beverages are on consumption do you have a spend limit? **Yes / No**

*If you have a spend limit would you like to switch to cash bar after the limit is met? **Yes / No**

Please list your beverage selection below: _____

If the above options do not apply to you please describe below what you wish to go with: _____

Would you like us to serve beer in glasses? **Yes / No / Offer a Glass**

Would you like to offer guests a glass of bubbles/orange juice on arrival to reception? **Yes / No**

What beverages would you like for the head table? So we can have them ready on arrival to reception:

We will provide a standard selection of soft drinks, unless you have any specific requests which you can list below:

Would you like spirits available? Yes / No / Cash bar only
Is it ok for us to top up drinks discreetly during speeches? Yes / No
If applicable, what beverages do you want to supply for the entertainment/photographer etc?

Any other special requests: _____

FOOD SERVICE

CANAPÉS

Would you like to serve canapés on arrival to reception? Yes / No
Please list your canapé selection below: _____

RECEPTION MENU

Please confirm your menu selection and list below: _____

DIETARY REQUIREMENTS

Please list any dietary requirements along with the guests name below: _____

CATERING FOR ENTERTAINMENT/PHOTOGRAPHER:

Please confirm if you are providing catering for the entertainment/photographer? Yes / No
*if yes please specify what you would like to serve and service time

TEA & COFFEE

Do you require tea & coffee? If yes, for how many people?

Yes _____ / **No**

*Tea & coffee can be served on a buffet at the side of the room

WEDDING CAKE

Wedding cake supplier: _____

When will you cut the wedding cake? _____

Would you like to keep the top layer of your cake to take home?

Yes / **No**

*Wedding cake cut & served to the table on platters/placed on platters at a buffet with tea & coffee or served as a canapé option
\$2.00 + gst per person

*Wedding cake cut and plated served with blackberry compote and crème Chantilly \$5.00 + gst per person

FINER DETAILS

Here at Vbase we want to ensure all aspects of your day are seamless, as you get closer to your wedding day the finer details will begin to fall into place, below is an outline of all the details we need to know, this should help you with pulling the details together

Please complete this form and send it to your wedding co-ordinator **one month** out from your wedding

GENERAL INFORMATION

Final guest numbers:_____

*You have up until 3 working days out from your wedding to finalise numbers should they change from the above

Number of guests at head table, including Bride & Groom:_____

Guests with special requirements i.e wheelchairs/baby changing etc:_____

Ceremony location:_____

Post ceremony drinks location:_____

Reception arrival drinks location:_____

Layout of reception – please include a sketched map of layout: There is a blank plan attached for your use

Please confirm the size of the dance floor:_____

Do you require a cake table? **Yes / No**

Do you require a gift table? **Yes / No**

Do you require a table for the guest book? **Yes / No**

TABLE SETTINGS & DECORATIONS

You are responsible for supplying your seating plan/flowers/centerpieces/place names/menus/guest book/table runners etc

*All flowers, decorations, table runners, gifts, cake etc must be removed at the end of the night.

Please confirm if you are supplying the following:

Printed Beverage list	Yes	/ No
Printed Menus	Yes	/ No
Individual place names	Yes	/ No
Wedding favours or gifts for guests	Yes	/ No
Table numbers or names	Yes	/ No
*Vbase can provide standard silver stands for numbers – please confirm if you require these	Yes	/ No
Printed Seating Plan	Yes	/ No

Please describe what will be going on each table: _____

Please confirm your wedding suppliers: _____

Please confirm suppliers' delivery/set up timings: _____

ENTERTAINMENT

Arrival music/after ceremony: musician or iPod? List details below: _____

Background music during dining: musician or iPod? List details below: _____

After dinner music/dancing: band/DJ/ iPod? List details below: _____

Do you require a microphone for speeches? Yes / No

Extra guests invited for dancing after the meal? Yes / No

WEDDING DAY CONTACTS

MC: _____

Main contact person on the day of the wedding if not the MC: _____

Photographer: _____

Videographer: _____

Florist: _____

Cake supplier: _____

Entertainment: _____

WEDDING DAY RUNSHEET

SAMPLE WEDDING DAY RUN SHEET

Timing is everything, on the day! To help you with working out how they day will run please find a sample runsheet on the next page. We have provided the following sample run sheet to read before completing your own.

*Based on an on-site 3.00pm Ceremony

Time (am/pm)	Action	Person Responsible
2.15pm	Groom/Groomsmen vehicle chaperoned to ceremony location	
2.30pm	Guests begin arriving at ceremony location	
2.45pm	Bride/Bridesmaid vehicle chaperoned to ceremony location	
3.00pm	Ceremony commences	
3.30pm	Ceremony concludes Group & family photos taken	
3.50pm	Drinks & Canapés served at ceremony location or alternative location by agreement	
3.50pm	Bride & Groom depart for wedding photo's	
5.20pm	Guests invited to make their way to venue and to take their seats inside the function lounge MC to deliver housekeeping matters Food orders taken if applicable	
5.45pm	Bridal party, then Bride & Groom announced inside by the MC MC Welcome	
6.00pm	Entrée served	
6.30pm	Entrée cleared	
6.40pm	Speeches	
7.00pm	Mains served	
7.50pm	Mains cleared	
8.00pm	Speeches	
8.25pm	Bride & Groom cut the cake (if not being served for dessert)	
8.30pm	Dessert served	
8.45pm	First dance	
9.00pm	Music and dancing begins	
11.00pm	Bar closes	
11.30pm	Last dance Bouquet toss (if applicable)	
11.40pm	Guests depart	
12.00am	Venue pack out commences*	

Please note the above runsheet is only an example of how your day might run, actual timings will be dependent on a number of decisions; i.e location of ceremony, length of ceremony, location of photo, style of dining etc. As you work through your vision through the day your wedding co-ordinator will be able to assist you with timings.

YOUR RUNSHEET

Please fill in as accurately as you can and send your completed sheet to your wedding coordinator **one month** out from your wedding.

[illegible]

*All flowers, decorations, table runners, gifts, cake etc must be removed at the end of the night

TIMELINE PLANNING SUGGESTIONS

6 – 12 MONTHS

Discuss your budget and the type of wedding you want

Decide on a date & time

Compile a guest list

Choose your bridal party

Book your ceremony & reception venue/caterers

Book your celebrant

Book your photographer/videographer

Book your florist

Book your entertainment

Book your wedding transport

Decide on a wedding theme/colour scheme

Start wedding dress shopping

Book your wedding transport



3 – 6 MONTHS

Confirm/order your wedding dress

Confirm grooms attire

Choose bridal party attire

Select stationary design i.e invitations, place names, menus etc

Send out invitations

Compile a list of RSVPs

Purchase wedding rings

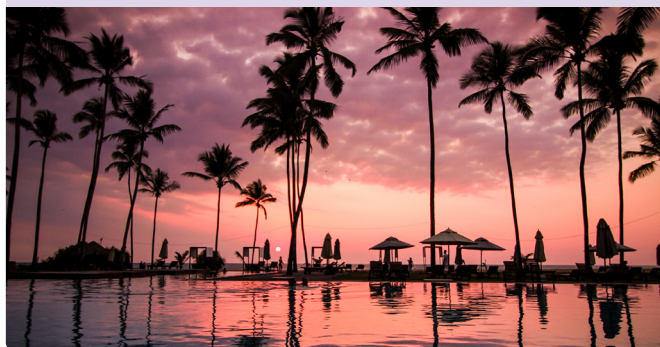
Book appointment with hairstylist/makeup artists for consultations/trial/wedding day

Order wedding cake

Arrange lessons for your first dance

Arrange where the bridal party will get ready on the day

Plan your honeymoon



2 MONTHS

Send through your completed catering requirements form to your wedding coordinator

Confirm menu and beverages with caterer and give the number of expected guests

Confirm flowers

Decide on order of service

Arrange your MC

Notify/ask those who are required to make a speech

Write your vows (if writing your own)

Book accommodation for the night of the wedding

Check passports are valid
(if going overseas for honeymoon)



1 MONTH

- Send through your completed finer details form to your wedding coordinator
- Send through your runsheet to your wedding coordinator
- Confirm your final floor-plan with your wedding coordinator
- Apply for marriage licence
- Discuss ceremony with celebrant
- Arrange date for rehearsal
- Final wedding dress fitting
- Organise seating plan
- Write/print place names
- Hair & Makeup trial
- Book nail appointments
- Draft a runsheet for the day, send to all relevant people



2 WEEKS

- Confirm all arrangements with florist, photographer, entertainment, transport etc
- Wear in wedding shoes
- Check that place cards and all other tables settings are in order
- Write notes for MC of points you want them to cover
- Give a friendly reminder to those doing speeches



1 WEEK

- Final catering numbers required 3 working days out, send to your wedding coordinator
- Wedding rehearsal
- Final dress fitting – try on dress with all accessories
- Give the bestman the rings
- Check that suits and any hire items are collected
- Check all honeymoon arrangements and pre pack suitcases
- Pack an overnight bag for the night of the wedding
- Check everyone knows what they are doing/responsible for

ON THE DAY

Relax, enjoy and embrace your wedding day!



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more eventful.

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FUNCTION ROOM PLAN

Seeing your vision come together is one of the exciting parts of planning your wedding day!

To help with this please find a blank floor-plan of the function room below. Get drawing and send through your plan to your wedding coordinator so they can draw you up a to scale plan for your day. The final floor-plan is required **one month** out from your wedding

FLOOR PLAN - HAGLEY OVAL

