



## Final Wedding Meeting Prep

**Wedding Date:**  
**Couples Name:**

Please fill out this form along with your Wedding Day Schedule, Table Seating Plan & Menu, & bring with you to your final meeting at Bridgewater. Also email to us two days in advance of our final meeting. Our final meeting will take around 2 hours. Please do not bring friends/family to this meeting. This meeting is for the couple Only. All documentation is required to undertake this meeting and any changes made following this meeting may incur admin fees. Please also be on time as these meetings are scheduled to fit in around our weddings and is likely to be another meeting before and/or after yours.

It is imperative that you read and understand all of this form and information. It is designed to allow us to make the perfect day for you both. We never wish to upset anyone by telling them they are not complying with what is organised or required.

### Final Guest Number

Adults – Including wedding couple (13yrs & older)	
Children (5yrs to 12yrs)	
Babies (0yrs to 4yrs)	
TOTAL OF ABOVE	

*Please Note:*

1. The final guest number as per this form will be what is charged on your final invoice. If numbers decrease, the below numbers stand. If numbers increase, then the new increased number will be invoiced.
2. Please ensure the total number above aligns with the seating chart that you are also supplying. The numbers should both match
3. Do not include your Vendors into this number unless they are treated as guests and as such will have a place setting

### Schedule

Wedding Party #1 (e.g Bride) Arrival	
Wedding Party #2 (e.g Groom) Arrival	
Ushers Arrival (One Hour before Guests Arrive)	
MC Arrival (Must be at least One Hour before Guests Arrive)	
Additional Vendors Arrival - DJ (If Applicable)	
Additional Vendors Arrival - Florist (If Applicable)	
Additional Vendors Arrival - Cake (If Applicable)	
Additional Vendors Arrival - Other (If Applicable)	
Guests Arrival (30 Mins before Ceremony)	
Ceremony Start Time	
Canapes Start Time	
Reception Room Opens	
Wedding Party Enter (30 Mins after reception room opens)	
Entrée Service Starts (If Applicable)	
Dinner Service Starts	
Speeches Start (Recommended to be after dinner service)	
Cake Cutting Time	
Dessert Served	
First Dance Time	
Last Song (To be 30 Minutes before guests must depart)	
Finish Time (8 hours from guests arrival)	

*Please Note:*

1. Function must be finished by 11.30pm & guests to have left premises by 12.00am due to council resource consent)



## Contacts

Contact Details	Name	Phone Number
Celebrant		
Allocated Music person		
<i>The allocated music person will oversee the ceremony, background music during canapes and music for reception (Background and if applicable dance floor). All our systems are operated on a Bluetooth function so playlist on a spare phone or tablet is the best option (not applicable if you are hiring a DJ)</i>		
MC's Name		
<i>The MC needs to have authority to act on your behalf if any unexpected problems arise and liaise with our Maître d.'</i> <i>CLICK HERE FOR LINK TO THE MC INFORMATION BOOKLET</i>		
Ushers Names		
<i>Please allocate 1 or 2 ushers to give monitor parking, directions to gardens, bathrooms, receive gifts and bring to house for display or place in car straight away.</i> <i>CLICK HERE FOR LINK TO THE USHERS INFORMATION BOOKLET</i>		
End of Evening Contact		
<i>We require a responsible person to be present at Bridgewater until the last guest has left the property. They are also responsible for removal of any difficult guests within your group.</i>		
Photographers Name	n/a	
Cake Suppliers Name	n/a	
Other Vendors (Band/DJ etc)	n/a	
Other Vendors (Florist)	n/a	
Other Vendors (Makeup/Hairdresser)	n/a	
Other Vendors (Photobooth)	n/a	
Other Vendors	n/a	
Other Vendors	n/a	
Other Vendors	n/a	
Other Vendors	n/a	

*Please Note:*

- If you have organised a DJ or a band you must give the DJ & Live Musician pack to them (Found in the 'Final Meeting Website Page'. For DJ's they are required to plug into the Bridgewater Estate speaker and amp system for the Reception. This is because we now have a system that monitors volume so that we are compliant with noise restrictions.*  
*CLICK HERE FOR LINK TO DJ & LIVE MUSICIAN INFORMATION BOOKLET*
- If you have organised other vendors such as Florist, Cake Provider, Makeup Artist or Hairdresser please ensure you have given them the information sheet for 'other providers' found on the Final Meeting Website Page. This covers off information on what they need to bring and other requirements for the day.*  
*CLICK HERE FOR LINK TO OTHER PROVIDER INFORMATION SHEET*



## Ceremony

Start Time – When will ceremony start	
Finish Time – When will the ceremony finish	
How many in the Wedding Party <i>(Incl wedding couple)</i>	
Any guests staying just for the ceremony	
How Many? <i>*Please note, these guests will be charged at \$32 per person</i>	
Location of Ceremony	
Would you like chairs for ceremony? How many? <i>n/a if you have chosen the Forest Ceremony Location</i>	
Do you require reserve signs for family? How Many? <i>(We set up as six on each side)</i>	
Music Type and set up time (If DJ or Live)?	
Anything special on registry table	
Aisle Decorations	
<i>*If you selected 'other', please describe</i>	
Any other decorations	
Any other decorations	
Petal throw on garden lawn?	
Garden Games in canapes area?	
Notes captured during final meeting (DO NOT FILL IN THIS BOX)	

## Photos

Are you taking Photos onsite?	
When are the Photos going to be taken?	
Would you like a Bridal Basket during photos?	
Bridal Basket Start and Finish Time	
Drink Requirements for the Basket <i>(List all the drinks your wedding party will want to drink during photos e.g., Heineken x 4, bottle of Pinot Gris etc)</i>	

**Please Note:**

- Bridal Basket is paying for a service staff member from Bridgewater Estate. This staff member will travel around the venue with you and the photographer offering the couple drinks and nibbles while photos are being taken. Any drink that is selected will be taken off the bar tab at the start of basket. The food are the canapes that you have selected for your guests to enjoy
- If you are having 'first look' photos on site but yet have not booked the Bridal Suite, you will be charged venue hire of \$250 per hour (up to two hours). If you have booked the bridal suite then no charge for first look photos.



## Cake Requirements

What type of icing are you having? <i>(ie, will it need to go in our chiller?)</i>	
Delivery Time	
Set Up Time	
Cake Cutting Instructions	
Do you want to keep any?	

*Please Note:*

- *The cake must be fully completed on delivery, we do not have set up space or icing space.*
- *We would normally cut as required so as not to cut more than is needed and wrap for you to take home*

## Beverage Requirements

Drink Package Selected	
If Bar Tab – How Much?	
If Bar Tab – do you want spirits included in bar tab or have your guests pay for spirits?	
If Bar Tab runs out on the night, who do we speak too?	
Before Ceremony Requirements? <i>(Water will automatically be available)</i>	
After Ceremony Requirements? <i>(We recommend a selection of prepour drinks)</i>	
Reception Requirements?	
Drinks on Head Table Requirements	
Difficult Guests to be aware of	
Notes captured during final meeting (DO NOT FILL IN THIS BOX)	

*Please Note:*

- *That under our licence any opened alcohol at the end of the evening cannot leave the premises*
- *All guests must present ID if requested by our bar staff, regardless of age. We do not serve alcohol to anyone under the age of 18 yrs. even with parental permission, please make your guests aware of this.*
- *The Unlimited drinks package does not include spirits. It includes beer, wine, cider, bubbles and non-acholic drinks*



## Reception (set up)

How many at Head Table		
How many Highchairs Required		
Colour Theme ( <i>Bridesmaid Colours</i> )		
<b>Decorations</b>	<b>Below to be filled in following the final meeting</b>	
Table Settings		
Centre Piece		
Table Runner		
Other items		
Other items		
Other items		
Other items		
Other items		
Water Glasses on Table?		
Bouquet vases		
Favours (are you bringing favours)		
Linen/Paper Napkins		
Table Numbers		
Other Decorations in Reception		
Drapery		
Welcome Sign		
Table Seating Board		
Gift Card Holder		
Guest Book or similar		
Camera		
Lolly Station		
Other Items on Activity Table		
Other Signs		
Cake Table		
TV Required for Speeches?		
Music (Band/DJ/Playlist)		
Notes captured during final meeting (DO NOT FILL IN THIS BOX)		



## Reception (Food)

Food Package Selected?				
Dessert Menu Selected?				
Any Changes to the menu?				
Table Call Order				
Extra Meals Required (Vendors)? <i>Select the vendor who will have a meal and how many people of that type of vendor (ie Band has 4 members)</i>				
Nationality of Guest?				
Dietary Requirements? (Name of Guests, Table # and requirements)  <i>If you have more than four, please send a separate list</i>	Name of Person	Table Number	Dietary Requirements	
Details of Children attending and food requirements?  <i>If you have more than five, please send a separate list</i>	Name of Children	Table Number	Age	Will they eat the same as the adult food?
Notes captured during final meeting (DO NOT FILL IN THIS BOX)				

## Speeches

Name of Speaker	Relationship to couple	Start time of speech (Approx.)



## Disabled Requirements

Do you have any disabled requirements that will need the golf cart? If so, who?	
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## Bridal Suite

Are you wanting to book the bridal suite?	
Time of Arrival	
How Many?	
<b>Bridal Suite Closed</b> 1. Lock Up at start of ceremony - (\$250) 2. Lock up at start of reception - (\$350) 3. Lock up at end of reception - (\$450)	

*Please Note:*

- If you are having 'first look' photos on site but yet have not booked the Bridal Suite, you will be charged venue hire of \$250 per hour (up to two hours). If you have booked the bridal suite then no charge for first look photos.
- We have an information booklet that helps you understand how the Bridal Suite works for the day. Please ensure you have read through this booklet which can be found on the "Final Meetings Website Page"
- [CLICK HERE FOR LINK TO BRIDAL SUITE DOCUMENT](#)
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## Chalet Accommodation

Are you wanting to book the chalet	
Time of Arrival	
Name of guests	
Relationship to the couple if not booked themselves	
Will one of the wedding party (Groom) be using the chalet to get ready in?	

*Please Note:*

- We have an information booklet that helps you understand how the Chalet Accommodation works for the day/night. Please ensure you have read through this booklet which can be found on the "Final Meetings Website Page"
- [CLICK HERE FOR LINK TO DOCUMENT](#)



## Transport

Couple #1 (i.e., Bride) Transport to Bridgewater	
Couple # 2 (i.e., Groom) Transport to Bridgewater	
Guests Transport to Bridgewater <i>(If arranged by couple e.g., minibuses/coach)</i>	
Guests Transport from Bridgewater <i>(If arranged by couple e.g., Mini buses/coach)</i>	

*Please Note:*

- No buses larger than 29 Seaters are permitted into the Carpark) Two suppliers of twenty-nine seaters are Ritchie and Pavlovich coachlines
- NO PARKING ON THE ROAD

## Rehearsal

Date of Rehearsal	Confirmed by BWCE
Time Rehearsal starts	

*Please note:*

- Maximum 1 hour from the time booked with Bridgewater. We suggest only bringing your wedding party, celebrant, MC and person responsible for playing your music
- Please be on time as we may have another rehearsal before or after yours. Any over time may be charged for.

## Bond Refund

Bank Account Details	
Name of Account	

## Additional Notes






## Checklist for Final Meeting

– Please ensure you email these documents 2 days prior to final meeting, and bring with you to the meeting

Completed Final Meeting Form	
Seating Plan	
Detailed Schedule	
Menu Selection	
Decoration Sample Photos	

– Please ensure you have completed the following tasks before our final meeting

Email your MC the link to the MC Information Booklet
Email your Ushers the link to the Ushers Information Booklet
Email the DJ or Live Musician a link to the 'MC & Live Musician Information Sheet' (If applicable)
Email your other vendor the link to the 'Other Vendor Information Sheet' (If applicable)