

BWG

FUNCTIONS

BLUEWATER GRILL

WEDDING

P L A N N I N G G U I D E



FOR THE WEDDING OF

CONTACT DETAILS FOR YOU AND YOUR PARTNER

If you have alternate details prior to the wedding and parents/friends

CONTACT DETAILS OF YOUR PARENTS

If you have alternate details prior to the wedding and parents/friends

MASTER OF CEREMONIES

Name _____

Contact Number _____

CONTACT ON THE DAY

Name _____

Contact Number _____

PERSON RESPONSIBLE FOR GIFTS/CARDS

Name _____

Contact Number _____

CEREMONY

Location _____

Time _____

Other Details _____

AT THE VENUE

CELEBRANT

Name _____

Contact Number _____

SET UP

*Please note restrictions associated with use of grassed area

Location _____

Decorations _____

Music (Acoustic Only) _____

Extra notes _____

FOOD SELECTIONS

MENU

Canapes _____

Bread Rolls or Turkish Bread

Platters _____

ENTRÉE

Set Choice

MAIN

Set Choice

DESSERT

Set Choice

TEA AND COFFEE

Pour Over or Espresso

Served to tables or station for self service

CHEESE COURSE

SEQUENCE OF SERVICE

ie. Bridal – table 3, table 1 etc.

FOOD ADDITIONAL

CHILDRENS'S MEALS

No of Children Attending _____

Meal Selection *Includes dessert and soft drink/juice

Chicken nuggets and chips Fish and chips Burger and chips Spaghetti Bolognese

Or other _____

SUPPLIER MEALS

No of Suppliers Attending _____

Names and Companies _____

Same meal as guests or Supplier meal (provide details below)

WEDDING CAKE

Top tier _____

Second tier _____

Third tier _____

Bottom tier _____

Serving Instructions

Serve on platters and place on guest tables

Serve individually with garnish (+\$5)

Cake knife provided by yourself or venue

BEVERAGE SELECTIONS

PACKAGE A B C Premium

CONSUMPTION

Selection (suggested 1 sparkling, 2 whites, 2 reds and 3 beers)

Tab limit _____

Person in charge _____

WATER

Iced tap on the tables

Pellegrino/panna \$

OTHER BEVERAGE SELECTION

Mocktails/cocktails/after dinner/spirits

TOASTS

Sparkling served on trays

Pre-set with champagne flutes

With current drinks

SPECIAL REQUESTS

SETUP

BRIDAL TABLE

Number of guests on table _____

Rectangle Closed round Open round Square Sweetheart

Other _____

LINEN COLOUR

Black White (by venue) Other _____

SKIRTING IF REQUIRED

Black White (by venue) Other/swagging _____

NAPKINS

Black White (by venue) Other _____

CHAIRS

Venue Other _____

DECORATIONS

GUEST TABLES

Round Long (may incur additional costs)

LINEN COLOUR

Black White (by venue) Other _____

NAPKINS

Black White (by venue) Other _____

CHAIRS

Venue Other _____

DECORATIONS

MENUS

By Venue Client

*Must be proofed by chef if client is providing

BONBONNIERES

Everyone Male/female split

*Please show gender on seating template

Description _____

SEATING CHART

By Client

GIFT TABLE

Rectangle Square Round

Black Linen White Linen (by venue) Other _____

Items _____

CAKE TABLE

Rectangle Square Round

Black Linen White Linen (by venue) Other _____

OTHER SETUP

SCHEDULE

Please note this is an example schedule only. We understand your day is very special so we are happy to work through timings with you in person to ensure everything runs as smoothly as possible.

1800

Guests arrive
Pre dinner drinks & canapes

1830

Guests seated
Menu orders taken

1845

Bridal party entrance

1900

Entrée Served
30-45 mins for service

1945

Main served
45min-1 hour for service

2030

Dessert served
30 minutes for service

2100

Coffee and tea

Wedding cake served _____

Speeches, hold or continue discreet service if speeches run over time? _____

When would you like the cake cutting? _____

Timing for first dance? _____

2300

Function conclusion

SUPPLIERS

CAKE

Name _____

Contact Number _____

PHOTOGRAPHER

Name _____

Contact Number _____

WEDDING PLANNER

Name _____

Contact Number _____

VIDEOGRAPHER

Name _____

Contact Number _____

ENTERTAINMENT

Name _____

Contact Number _____

Special Requirements _____

FLORIST

Name _____

Contact Number _____

STYLIST

Name _____

Contact Number _____

FURNITURE

Name _____

Contact Number _____

OTHER

Name _____

Contact Number _____

