

Updated: 6.4.22

Updated: 14.4.22

Wedding Day Run Sheet

Ashleigh & Chris

Saturday 23rd April 2022

Guests: 71 adults

BRIDE IS GETTING READY IN BRIDAL SALON FROM 8am (6 people, 2 stylists)

Ceremony set up – in front of rose bushes

- 30 white ceremony chairs
- 1 x registry table & 2 bentwood chairs
- 2 x wine barrels
- Music through Tobi Tobi – Leighton 0488 202 929
- Wooden benches - REMOVED

Pre-Dinner Drinks Set up – Burton Courtyard

- Bar
- Lawn Games
- PA System – Music by Tobi Tobi – Leighton 0488 202 929
- Substantial Canapes (1 hour)
- Package extension @ \$25pp

Lakeview Set up

- 3 x Long tables
- Wine barrel for cake
- Lectern
- Gift table – wooden
- PA System
- 2 x Easels for signage and guest chart
- Menus – printed in-house
- Guest Chart – printed in-house
- Cake knife
- Table numbers
- Tea & Coffee – back buffet
- Bar

Bride will be bringing and when: Day before

- Place cards – Coasters
- Possibly bringing napkins
- Wishing well

LANCEMORE
LINDENDERRY
RED HILL

Initial Sign:

Updated: 6.4.22

Updated: 14.4.22

Suppliers

TBC	Florist Contact: Little Stag Phone: 0433 529 159 Florist bringing ceiling installation
TBC	Cake Contact: Cake by Kendyll Phone: 0481 942 461 Put in fridge/room temperature and onto barrel/clothed table
3pm	Celebrant Contact: Shannon Jeans Phone: 0409 025 876
5:30pm	Reception DJ Contact: Eddie Mac Phone: 0412 077 076
TBC	MC: Contact: Deniz Phone: 0400 885 581
1pm	Photographer Contact: Dan Phone: 0423 791 437
	Videographer NA
8am	Hairdresser Contact: Hannah Young Phone: 0432 278 575
8am	Makeup artist Contact: Arielle Wray Phone: 0457 799 188
TBC	Ceremony music Contact: Tobi Tobi –Leighton Phone: 0488 202 929
TBC	Other suppliers Contact: Phone:

Time	Formality
The day before wedding day	<p>Bride is staying onsite in room > Brides point of contact: Nicole 0425 281 355</p> <p>Groom is staying offsite Grooms point of contact: Steven 0410 355 510</p> <p>Wedding Day</p>
7:30am – 10:00am	Breakfast in the Restaurant Pax: 5 rooms
8am	Bride moves into bridal salon Bride is staying onsite already – bridesmaids have organised food
	Groom arrives onsite around midday Checking into room 312 / Michael Hook's room
1:45pm	Grooms Lunch Pax: 7 Deliver to: 312 / Michael Hook's room Dietaries: none
2:30pm	Serena to brief groom & groomsmen Outline what is happening at ceremony, assist with buttonholes and check who has the rings
3:00pm	Serena to brief the bride & bridesmaids Outline what is happening at the ceremony and walking down the aisle Vineyard: Walking from the end Bride to start walking when bridesmaids are all standing at the end
3:30pm	Guests begin to arrive Direct them to ceremony location
4:00pm	Ceremony commences Order of procession: 1. Mahlia 2. Laura 3. Nicole - MOH 4. Bride & father
4:30pm	Ceremony Concludes
4:30pm	NO Group shot – into immediate family photos
4:30pm	Pre-Dinner Drinks commence Tab – Unlimited
4:45pm	Bridal Party Photos
4:45pm	1-hour canapés begin Please have dietary requirements on a separate plate
5:00pm	Serena to brief MC Contact: Deniz Number: 0400 885 581 Your MC will be issued with a hotel run sheet and all formalities will be discussed during this time
5:45pm	Bridal Party in Cressy Lounge Pax: 8 Please have dietary requirements on a separate plate Please use this time to touch up hair and make-up and also pin the dress if required.
6:00pm	Guests ushered to Lakeview Room and 5 Hour Beverage Package Begins Staff to usher guests to reception Staff member to be at door to greet and assist with guest seating chart
6:10pm	MC to begin welcome speech once Serena has given the OK to begin 1. Welcome everyone to Lindenderry at Red Hill 2. Bathrooms are just past the reception desk on the left 3. Please keep your shoes on at all times 4. For those who wish to smoke please smoke in the outside courtyard, not in the hotel entrance 5. If you haven't checked into the Hotel and are staying this evening, please do so prior to 7pm 6. HERE COME THE BRIDAL PARTY....
6:15pm	MC to announce Bridal Party Introductions Entering through main reception doors Please Welcome

Updated: 14.4.22

	<ol style="list-style-type: none"> 1. Mila & George 2. Laura & Michael 3. Nicole & Steven <p>MC to ask all guests to please stand... Presenting for the first time the newly married Mr & Mrs Cunningham</p>
6:20pm	<p><u>MC to introduce Speeches</u></p> <ol style="list-style-type: none"> 1. Bride's Parents – David & Margaret 2. Groom's father & stepmother – Malcom & Simonetta 3. Groom's mother & stepfather – Zita & Jim <p>Drinks service will continue during this time and our staff will be as quiet as possible</p>
6:30pm	<p><u>Entrée served alternately</u></p> <p>House cured Tasmanian Ocean Trout, horseradish, apple & liquorice Roasted pork belly, radicchio, black pudding & hazelnuts</p>
7pm	<p><u>MC to introduce Speeches</u></p> <ol style="list-style-type: none"> 1. Best man / brother - Steven 2. Maid of honour / sister – Nicole 3. Bride & Groom's speech – Ashleigh & Chris <p>Drinks service will continue during this time and our staff will be as quiet as possible Serving & clearing okay to go over speeches</p>
7:30pm	<p><u>Main served alternately</u></p> <p>Roasted Beef Fillet, spinach & potato terrine Confit Duck Leg, red cabbage & pumpkin</p>
8:30pm	<p><u>Cutting of the Cake</u></p> <p>MC to prompt bride & groom to cut their cake</p>
8:35pm	<p><u>Bridal Dance</u></p> <p>MC to prompt bride & groom MC To prompt Bridal party is to join dance floor after MC To prompt everyone is to join dance floor shortly after</p>
9:00pm	<p><u>Dessert served alternatively</u></p> <p>Dark chocolate mousse, prunes, salted caramel & cultured cream Jersey milk, cherries & almonds</p>
9:15pm	<p><u>Wedding cake served on platters to tables</u></p>
10:45pm	<p><u>Garter & Bouquet toss</u></p>
11:00pm	<p><u>5 hour beverage package concludes & MC to prompt goodbyes and thank you for attending</u></p>
11:00pm	<p><u>Departure</u></p> <p>Bride & Groom to leave All wedding guests to leave</p>
	<p><u>The day after the wedding</u></p>
7:30am – 10am	<p><u>Breakfast</u></p> <p>Pax: 15 rooms All guests will be at their own leisure between the hours of 7:30am – 10am</p>

Kitchen Run Sheet

Ashleigh & Chris

Saturday 23rd April 2022

71 x Adult Wedding guests

2 x Crew Meals (2 course) – Photographer & DJ

Name	Dietary
Mahlia:	No pork or Seafood
Beau:	No pork
Alison:	Vegetarian
Steven:	Vegan
Natalie:	No nuts (anaphylaxis)
Isobel:	No nuts (anaphylaxis)
Deniz:	Halal
Oya:	Halal

Name	Bridal Party Menu Request
Bride:	Alternate drop
Groom:	Alternate drop

Service Time	Food Required
	<u>Wedding Day</u>
Before 8am	<u>Breakfast in the Restaurant</u> Pax: 5 rooms
1:00pm	<u>Grooms Lunch</u> Pax: 7 Deliver to: 312 Dietaries: none
4:45pm	<u>1-hour Canapés</u> Deliver to: Burton Courtyard Please have dietaries on separate plate
5:40pm	<u>Bridal Party Canapés</u> Pax: 8 Deliver to: Mountford Please have dietaries on separate plate
6:30pm	<u>Entrée served alternately</u> House cured Tasmanian Ocean Trout, horseradish, apple & liquorice Roasted pork belly, radicchio, black pudding & hazelnuts
7:30pm	<u>Main served alternately</u> Roasted Beef Fillet, spinach & potato terrine Confit Duck Leg, red cabbage & pumpkin
	<u>Sides</u> Roasted potatoes Mixed leaf salad Sautéed Broccolini, raisins, toasted almonds
8:30pm	<u>Cutting of the Cake</u> MC to prompt bride & groom to cut their cake
9:00pm	<u>Dessert served alternatively</u> Dark chocolate mousse, prunes, salted caramel & cultured cream

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	Jersey milk, cherries & almonds
9:15pm	<u>Wedding cake served on platter on tables</u> Bride & groom are happy for all cake to be cut Please ensure the cake is kept in the function cool fridge for collection the following day
	<u>Day after the Wedding</u>
7:30am – 10am	<u>Breakfast</u> Pax: 215 rooms All guests will be at their own leisure between the hours of 7:30am – 10am

Food Notes:

- Changing to 'substantial canapes' @ \$35pp / \$2485
- Additional 30 mins of standard canapes ^
- Antipasto boards to tables @ \$15pp / \$1065

Upgrades:

- Wants Pepsi max available for groom (he doesn't drink)
- Running Spirit Tab throughout reception to a maximum of **\$725** (completed minimum spend).

Wine upgrade @ \$30pp – Taittinger

- Taittinger Champagne
- Lindenderry Estate Chardonnay
- Lindenderry Estate Pinot Noir
- Crown Lager or Peroni
- Cascade Light
- Soft drink, fruit juice, mineral water