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Description automatically generated with medium confidenceVENUE VENDOR RUNSHEET

WEDDING OF: Cara & Greg

WEDDING DATE: April 2nd, 2023

Contact: Katie Goodwin – katie@rupertonrupert.com.au

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| **CONTACT NAMES** | **MOBILE NUMBER + EMAIL** | **COMMENTS:** |
| **FLORIST:** Graham Ho – Tweed Twigs | Email: graham@tweedtwigs.com  Ph: 0404 974 078 | * Hanging arbour for ceremony * Hanging installation above bar in reception space * Bud vases on standing tables * Arrangement for acoustic duo/DJ |
| **CELEBRANT:** Georgia Mills | Email: georgia@georgiamills.com.au  Ph: 0405 135 154 | * I think Georgia uses her own |
| **PHOTOGRAPHER / VIDEO:** Lilli Waters – I Got You Babe | Email: lilli@igotyoubabe.com.au  Ph: 0426 973 920 | * Finish 8pm * Dietaries: Strict FODMAP, lactose/gluten intolerant |
| **DJ + photo booth:** Heartbreak Booth | Email: checkin@heartbreakbooth.com.au  Ph: 0423 204 290 | * DJ 6.30pm – 10pm; Photo booth 6.30pm – 9.30pm * Dietaries: Nil |
| **ACCOUSTIC ARTISTS:** Tobi Tobi | Email: hi@tobitobi.co  Ph: 0488 202 929 | * 2.45pm – 6pm * Dietaries: Renee - no red meat |
| **CAKE:** Alice Bennett – Miss Trixie Drinks Tea | Email: hello@misstrixiedrinkstea.com  Ph: 0408 489 295 | * Drop off day of + set up topper |
| **MC:** Nick Maguire | Ph: 0431 239 771 | Our restaurant manager will speak directly with MC on the night to ensure they mention a few things in addition to their work with the couple EG.   * COMMUNICATE FOOD WILL BE ROLLING OUT ALL NIGHT * ASK GUESTS WHO HAVE PROVIDED DIETARY REQUIRMENTS TO MAKE THEMSELVES KNOWN TO RUPERT STAFF * THE RUPERT RED LINE |

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| TIME | DESCRIPTION | NOTES | DETAILS |
| 10am | Florist bump in | Arbour, bar canopy, music install and table flowers | Tweed Twigs |
| 10am-12pm | Cake drop off + set up topper |  | Alice - Miss Trixie Drinks Tea |
| 2.15pm | Acoustic duo bump in | Conservatory, next to red couch | Tobi Tobi |
| 2.45pm | Acoustic duo start | 15 mins pre-ceremony |  |
| 2.30pm | Guest arrival | Bar closed on arrival |  |
| 3pm | Ceremony | **Music**  Aisle song: Can’t help falling in love  Signing songs x 2: Feels Like Home, Here Come The Sun  Announcement song: Exactly How You Are  Link to Spotify playlist:  Rose petal toss in seated area  Option: Group photo after ceremony? TBA  Aim end ceremony 3.25pm |  |
| 3.30pm  3.30-3.45pm | Beverage Package starts  Canapes service commences | - Group photos in back bar area or under arbour  - Bridal photos in local streets? TBA  - Tobi Tobi move into main dining hall, small table area  (Rupert to have playlist on while Tobi Tobi moving) |  |
| 4pm | Tobi Tobi start 2hr set |  |  |
| 4.30pm | DJ bump in | Main dining hall, under fox. To be finished by 5.30pm | Heartbreak Booth |
| 5.15pm | Twilight photos | Bride and groom only for <30 mins |  |
| 5.45pm approx.. | First dance | Before Tobi Tobi finish at 6pm  \*floral arrangement to be passed to DJ when set finished\* |  |
| 6pm-6.15pm | Speeches set 1 | 1 - Parents of groom, Gary and Debbie  2 - Father of bride, Peter & brother of bride, Matt  \*Speech sets broken up – MC announces to refill glasses etc\* (aim break of only 5 mins) |  |
| 6.20pm-6.35pm | Speeches set 2 | 1 - Matron of honour, Erin  2 - Best man, Josh  3 - Bride and groom, Cara & Greg |  |
| 6.35pm-6.40pm | Cake cutting | Next to fireplace where cake will be set up |  |
| 6.30pm | DJ + photo booth start |  |  |
| 8pm | Bowls service commences |  |  |
|  | ? when dirty commences |  |  |
| 9.30pm | Photo booth end |  |  |
| 9.30pm | Beverage package end |  |  |
| 9.31pm | Bar tab start |  |  |
| 10pm | DJ end/end of night | Music drops to soft background levels when the bar closes to give guests a chance to wind down and say their goodbyes. Please ensure your final song of the night is played when the bar closes before music volumes are dropped. |  |
| 10pm-10.30pm | Guests Depart |  |  |