VENUE 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.comPh: 0404 974 078 | * Hanging arbour for ceremony
* Hanging installation above bar in reception space
* Bud vases on standing tables
* Arrangement for acoustic duo/DJ
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| **CELEBRANT:** Georgia Mills | Email: georgia@georgiamills.com.auPh: 0405 135 154 | * I think Georgia uses her own
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| **PHOTOGRAPHER / VIDEO:** Lilli Waters – I Got You Babe | Email: lilli@igotyoubabe.com.auPh: 0426 973 920 | * Finish 8pm
* Dietaries: Strict FODMAP, lactose/gluten intolerant
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| **DJ + photo booth:** Heartbreak Booth | Email: checkin@heartbreakbooth.com.auPh: 0423 204 290 | * DJ 6.30pm – 10pm; Photo booth 6.30pm – 9.30pm
* Dietaries: Nil
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| **ACCOUSTIC ARTISTS:** Tobi Tobi | Email: hi@tobitobi.coPh: 0488 202 929 | * 2.45pm – 6pm
* Dietaries: Renee - no red meat
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| **CAKE:** Alice Bennett – Miss Trixie Drinks Tea | Email: hello@misstrixiedrinkstea.comPh: 0408 489 295 | * Drop off day of + set up topper
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| **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 loveSigning songs x 2: Feels Like Home, Here Come The SunAnnouncement song: Exactly How You AreLink to Spotify playlist: Rose petal toss in seated areaOption: Group photo after ceremony? TBAAim end ceremony 3.25pm |  |
| 3.30pm3.30-3.45pm  | 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 Debbie2 - 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, Erin2 - Best man, Josh3 - 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 |  |  |