

# THE N U P T I A L

## C O L L E C T I V E

Timeline  
Primary  
Atlanta & Charlie  
05 October 2024

### SATURDAY, 05 OCTOBER

#### LOCATIONS

Groom getting ready: The Melbourne Cub - Room 21  
Bride getting ready: The Melbourne Cub - Balcony room  
Ceremony: The Melbourne Club - Library / Outside  
Canapés: The Melbourne Club - Library / Outside  
Reception: The Melbourne Club - Dining Hall

#### SUPPLIER TIMES

Photography- Alli Studios: X hour package  
Ceremony entertainment- Tobi Tobi: 2.5 hours  
Reception entertainment- Tim & Harry: 5 hours

#### Supplier Dinner

- Olivia & Brittany
- Ali & Second Shooter
- Tim - no seafood & Harry

- |         |   |
|---------|---|
| 8:00 am | Bride & bridesmaids arrive at MC.   |
| 8:30 am | Bride & bridesmaids prep: hair & make up<br>Location: Melbourne Club<br><br>Atlanta to do makeup before hair<br>Makeup 2 / Hair 3   |
| 9:45 am | Bump in: delivery of hire items (if any) <ul style="list-style-type: none"><li>• Hire furniture<ul style="list-style-type: none"><li>◦ 40 x ceremony chairs + chair pads</li><li>◦ 1 x cake trolley</li><li>◦ 10 x Silver drink trays</li></ul></li><li>• Hire linen<ul style="list-style-type: none"><li>◦ Snow Weave tablecloths</li><li>◦ Snow Weave napkins</li></ul></li></ul> |

10:00 am

Styling and set up: ceremony area

Venue:

- Signing table
- Signing chairs

The Nuptial Collective:

- Reserved seating cards

Floral:

- Ceremony backdrop arrangement
- Entrance moment - above fireplace

10:00 am

Styling and set up: canapé area

Venue:

- Canapé tables
- Canapé chairs

The Nuptial Collective:

- Champagne Tower
- Place Cards - situated on round table under the stairs
- Wishing well - situated on round table under the stairs

10:00 am

Styling and set up: reception area

Venue:

- Chairs
- Table
- Dinnerware
- Cutlery
- Glassware
- Candle holders

The Nuptial Collective:

- Menus
- Place cards
- 128 x Candles
- Candle holders
- Silver Tray for Cigars
- Silver Bowl for matchboxes
- Matchboxes

Floral:

- Tablescape arrangements
- Feature arrangement - repurpose

- 11:45 am Groom & groomsmen prep  
Location: Melbourne Club
- 12:15 pm Photographer to capture groom prep  
Location: Melbourne Club  
Charlie & Atlanta are getting ready at MC
- 1:00 pm Photographer to capture bride prep  
Location: Melbourne Club
- 2:00 pm Photographer to capture first look & portrait photos  
\*bridal party & immediate family photos to be captured during this time too
- 3:00 pm Reception entertainment bump in and sound check  
DJ - Sonder
- 4:00 pm Ceremony supplier bump in and sound check  
Location: The Melbourne Club
- Celebrant - 4:15pm
  - Ceremony entertainment - TobiTobi
- 4:00 pm Photographer & videographer to capture styling photography before guests arrival  
Location: Garden
- 4:30 pm Guests arrival
- 4:30 pm Groom and groomsmen ceremony arrival  
If I am a guest, seated at the ceremony, looking at the bride & groom at the end of the aisle- would you prefer the groom on the left of right? Groom right + Bride left  
Will the bridal party be standing or seated?  
Standing
- Brief groom and groomsmen:
- Outline the plan for the ceremony
  - Check who has the rings: Will
- Order from groom outwards-
1. Groom: Charles May
  2. Best man: William May

4:45 pm

## Seat guests for ceremony

Ensure seats are reserved for important guests.

Please outline full names of guests you wish to reserve seats for (keeping in mind approx 5 people will fit on each side of the aisle per row):

- Bride's side (from aisle outwards)-
  - Row 1- Keith Mutimer, Louise Mutimer, Seb Mutimer (TBC), Pat (TBC) Eliza Grant
  - Row 2 - Michael Britt, Victoria Britt, Josie Shepherd, Mari Clare Hoare, Effie - Pat's daughter (TBC)
  - Row 3 - Michael butler, Fiona Sanger, Brendan Mutimer, Barbara Mutimer, Georgie Mutimer
  - Row 4 - Bernard Mutimer, Jenny Mutimer, Peter Mutimer, Liz Mutimer, Glenys Mattei
  - If Seb, Effie & Pat don't come i will put Michael Britt (Louise's brother) & Victoria Britt at the front and put maurie and michelle Ducchini in. - If Pat doesn't come, Effie won't come either. Stagger the couples on either end so they sit behind each other
- Groom's side (from aisle outwards)-
  - Row 1- Geoff May, Sally May, Lizzie Thomas, Andy Thomas
  - Row 2 (if any)- David May, Robin May, Tony Duckmanton, Melinda Duckmanton
  - Row 3 - Chris Knight, Julie Knight, Peter Knight, Jenny Knight
  - Row 4 - XX
  - Final seating plan TBC pending RSVPs.

4:55 pm

## Bride, parents of the bride & bridesmaids arrival

Brief bride, parents of the bride and bridesmaids:

- Outline ceremony plan
- Order bridesmaids and position bouquet hold
- Fix veil
- Instruct person walking bride down the aisle re veil

5:00 pm

## Ceremony commences

Celebrant to welcome guests

Bridesmaid aisle song (if any)- Young and Beautiful - Lana Del Ray - instrumental only - Lily to walk first

Aisle song- Young and Beautiful - Lana Del Ray - lyrics start when Lily gets to her position, doors open and Atlanta starts to walk. Atlanta to stop at the corner of the square to begin walking towards Charlie when chorus starts (45 seconds)

Order of procession:

1. Maid of honour: Seb Mutimer (TBC) Stand in MOH: Lily Anderson
2. Bride and person walking bride down aisle (if any): Keith Mutimer

Ceremony exit song- TBD

5:30 pm

## Ceremony concludes

- 5:35 pm Atlanta & Charlie to pour champagne tower  
- Immediate family & bridal party to collect a glass whilst Atlanta and Charlie head on up stair to sign
- 5:40 pm Canape hour  
Guests to enjoy drinks and canapés
- 5:45 pm Atlanta & Charlie to proceed upstairs for private signing moment in the library  
Louise and Sally will be witnesses - MOB & MOG5
- 6:00 pm Atlanta and Charlie to head downstairs and join their friends and family
- 6:45 pm Take bride and groom to see reception space  
Bring bridal party, prep for entrances
- 7:00 pm Guests invited to be seated for reception  
Bride and groom guided to area for their entrance
- 7:15 pm MC to welcome guests  
MC: Anthony Bellofiore & Ted Lloyd
- Welcome & housekeeping:
- Welcome guests
  - Housekeeping: bathrooms, smoking, etc.
- Introductions:
- Bride & groom- song: In the shadows by lovebirds
- Speeches:
- Speech 1- Father of the Bride (Keith Mutimer) - song or little welcome
- 7:30 pm Entree served
- 8:15 pm Entree cleared
- 8:20 pm MC to introduce speeches  
Speeches:
- Speech 2- James Everitt on behalf of MOH Seb Mutimer
  - Speech 3 - Will May BM

8:30 pm	Mains served
8:50 pm	Bride to change dress
9:15 pm	Mains cleared
9:20 pm	MC to introduce Bride & Groom speech
9:25 pm	Harry On the Sax - 2 hour set
9:30 pm	Dessert Trolley
10:45 pm	Supper
11:55 pm	Farewell Sweet Caroline - Neil Diamond
11:59 pm	Conclusion of the event

TBD

Bump out

The Nuptial Collective:

- Please assign a responsible person for us to give any gifts/cards to at the conclusion of your event: Louise Mutimer who can take it up to Room 21 where they will be staying overnight.
- Please outline the décor items you wish to keep (eg. menus/place cards/signage/etc). Please let us know if you would prefer to keep these items as mementos, or to dispose of the items: Yes, please keep a few copies of menus/place cards.
- Please allocate someone for us to give any left over wedding cake to: Louise Mutimer. It may make sense to keep food items in kitchen fridge. Then Louise can take it home the next day.
- Please outline what you would like done with the florals? We can instruct the florist to either dispose of them, donate them, repurpose them or wrap them up for guests (may incur additional fee from florist), or we can leave all of them for you to collect and keep. We would like to keep them to repurpose for our recovery in Brighton. Assume there will be too much to fit in a car. Will they fit in a ute? How should we manage these logistics?
- Will either of you be changing your surnames? Yes, Atlanta will become a May :)

Supplier bump out:

- Florals - Alison
- Hire decor
- Hire furniture - social
- Hire linens?

- Hire dinnerware/glassware/cutlery?
- Hire decor?