

THE BIG DAY

runsheet



	Name	Phone
On-The-Day Event Manager:	Kahlie	0414 524 364

BUMP IN				
ITEM	DAY / TIME	PERSON RESPONSIBLE	LOCATION / ADDRESS	NOTES
Planner/Styling	12.00pm	Kahlie	Jackalope Hotel, 166 Balnarring Rd, Merricks Nth	
Florals	12.00pm	Wildfios	Jackalope Hotel, 166 Balnarring Rd, Merricks Nth	Ceremony - Terrace // Reception - Doot Doot Doot
Photography	1.30pm	Lost in Love	Jackalope Hotel, 166 Balnarring Rd, Merricks Nth	Starting with boys - room number from reception
Videography	1.30pm	Moon & Back	Jackalope Hotel, 166 Balnarring Rd, Merricks Nth	Starting with boys - room number from reception
Entertainment (Ceremony/Canape)	2.30pm	Tobi Tobi	Jackalope Hotel, 166 Balnarring Rd, Merricks Nth	Setup #1 - Terrace // Setup #2 - Pool Deck
Celebrant	3.30pm	Kat Brandt	Jackalope Hotel, 166 Balnarring Rd, Merricks Nth	Ceremony - Terrace
Entertainment (Reception)	4.30pm	Like This Band	Jackalope Hotel, 166 Balnarring Rd, Merricks Nth	Setup #1 - Doot Doot Doot

CHARLOTTE & JAMES // FEB 2ND 2024				
ITEM	TIME	PERSON RESPONSIBLE	LOCATION / ADDRESS	NOTES
Make Up Begins	9.30am	Soph & Maria	Lair (Room number TBC)	1 x Bride // 2 x BM // 1 x Mum + 1 x MIL
Hair Begins	9.30am	Soph & Maria	Lair (Room number TBC)	1 x Bride // 2 x BM // 1 x Mum + 1 x MIL
Photo & Video Begin - Boys	1.30pm - 2.30pm	LIL + M&B	Lair (Room number TBC)	Lots of people pics, rather than details
Photo & Video - Girls	2.30pm - 4.00pm	LIL + M&B	Lair (Room number TBC)	
Bus Pickup	2.00pm	Alston Coaches	Central Richmond location TBC	
Guest Check In Open	3.00PM	Jackalope	Jackalope Hotel, 166 Balnarring Rd, Merricks Nth	
Bus Arrival	3.30pm	Alston Coaches	Jackalope Hotel, 166 Balnarring Rd, Merricks Nth	
Guest Arrival	4.00pm		Directed to the terrace for ceremony	
Boys depart room for Ceremony	3.55pm	James & boys	Lair (Room number TBC)	
Boys Arrive at Ceremony	4.00pm	James & boys	Terrace	
Tobi Tobi Begin Pre-Ceremony Set	4.00pm	Tobi Tobi	Terrace	
Girls Leave for Ceremony	4.20pm	Charlotte & girls	Lair (Room number TBC)	
Girls Arrive at Ceremony	4.30pm	Charlotte & girls	Terrace	
Ceremony Begin	4.30pm	Kat Brandt	Terrace	Aisle song:
Ceremony Conclusion	5.00pm	Kat Brandt	Terrace	Signing song:
Recessional	5.00pm	Kat Brandt	Terrace	Recessional song:
Group Photo/Family Photos	5.10pm	Lost in Love	Terrace	PHOTO CAPTAIN:
Guests Ushered to Pre-Drinks	5.15pm	Jackalope	Pool Deck	
Canape & Drinks Service Begins	5.15pm	Jackalope	Pool Deck	
Tobi Tobi Begin Canape Set	5.15pm	Tobi Tobi	Pool Deck	
Bridal Party Photos	5.15pm - 5.45pm	LIL + M&B	On location	
Guests Ushered to Reception	6.15pm	Jackalope	Doot Doot Doot	
Band playing BGM	6.15pm	Like This	Doot Doot Doot	
MC Welcome & Housekeeping	6.25pm	MC - Richard Foote	Doot Doot Doot	
Wedding Party Introduction	6.30pm	MC to intro	Doot Doot Doot	Bridal Party Intro song:
Speeches #1	6.35pm	MC to intro	Doot Doot Doot	Intro Song:
Entree service begins	6.45pm	Jackalope	Doot Doot Doot	Roger & Kate (Charlotte's Mum & Dad)
Entrees cleared	7.30pm	Jackalope	Doot Doot Doot	
Speeches #2	7.35pm	MC to intro	Doot Doot Doot	Diane & Ian (James's Mum & Dad)
Mains service begins	7.45pm	Jackalope	Doot Doot Doot	
Sunset Photos	7.50pm - 8.20pm	LIL + M&B	Terrace or Pool Deck TBC	Sunset time: 8.33pm
Champagne Tower Set	8.00pm	Jackalope	Doot Doot Doot	
Bride & Groom served last	8.20pm	Jackalope	Doot Doot Doot	Once returned from sunset photos
Mains cleared	8.45pm	Jackalope	Doot Doot Doot	
Speeches #3	8.45pm	MC to intro	Doot Doot Doot	Bride & Groom
Champagne Tower	8.50pm	MC to intro	Doot Doot Doot	Set by Jackalope, near speeches
Dancefloor opener	8.55pm	Like This	Doot Doot Doot	
Dessert Served	9.15pm	Jackalope	Doot Doot Doot	
Photo & Video conclude	9.30pm	LIL + M&B	Doot Doot Doot	
Band concludes	11.00pm	Like This	Doot Doot Doot	
Bev Package Ends	11.15pm	Jackalope	Flaggerdoot	
Guests invited to Flaggerdoot	12am - 2am	Jackalope	Flaggerdoot	Cheese Burgers Served
Bus Pickup	11.30pm	Alston Coaches	Jackalope Hotel, 166 Balnarring Rd, Merricks Nth	
Bus Drop-Off	1.00am	Alston Coaches	Central Richmond location TBC	

BUMP OUT

ITEM	DAY / TIME	PERSON RESPONSIBLE	LOCATION / ADDRESS	NOTES
Supplier Delivery / Install				
Supplier Delivery / Install				
Supplier Delivery / Install				
Supplier Delivery / Install				
Supplier Delivery / Install				
Cleaning of Property				