

## Run Sheet

**Event** – Erin McClusky and Ian Lee Wedding

**Date** - 30 December 2022

**Location** - Gardens House, Royal Botanic Gardens, Birwood Ave, Melbourne VIC

Time	Task	Vendor	Special Notes (notes to be updated once all details confirmed)
<b>2pm</b>	Bump in commences	Atlantic Group Peony & Weasel Flower Co Tobi Tobi One More Song Kate Adkins	<ul style="list-style-type: none"> <li>- Ceremony to be held in front of large tree in back garden</li> <li>- 52 white ceremony chairs to be set by Atlantic Group</li> <li>- 2 additional chairs to be set for Tobi Tobi on grass in front of garden near start of aisle. Should be in full shade but umbrella to be supplied if in full sun or wet.</li> </ul>
<b>330pm</b>	Bump in concludes		
<b>330pm</b>	Ali Bailey arrives at Gardens House Erin and Ian arrival – time TBC	Atlantic Group	<ul style="list-style-type: none"> <li>- Ceremony, canapés and reception to be set by Atlantic Group as per layout provided</li> <li>- Atlantic Group to greet any early guests</li> <li>- Erin and Ian and co in bridal suite – TBC</li> </ul>
<b>345pm</b>	Guests arrive	Atlantic Group Tobi Tobi - Pre-ceremony music	<ul style="list-style-type: none"> <li>- Atlantic Group to greet and guide guests through house to ceremony</li> <li>- Tobi Tobi to play 15mins pre-ceremony music</li> </ul>
<b>4pm</b>	Ceremony commences	Kate Adkins Tobi Tobi – I’m just a Boy	<ul style="list-style-type: none"> <li>- Ian to stand on right (to be facing house)</li> <li>- Celebrant welcomes guests</li> <li>- All guests to be seated – there is a chair for every single person so no one should be standing.</li> <li>- William, Murphy and Hunter to bring rings up</li> </ul>
<b>420pm</b>	Ceremony concludes	Tobi Tobi - Home	
<b>425pm</b>	Signing marriage certificate	Kate Adkins Tobi Tobi – Ho Hey	<ul style="list-style-type: none"> <li>- Signing table to be set in back garden – to right of ceremony</li> <li>- Merryn and Sue to be witnesses</li> <li>- Marriage certificate to be given to Lynne Williams to put in bridal suite with Erin and Ian’s things</li> </ul>

<b>430pm</b>	Cocktail hour commences - drinks and canapé's	Atlantic Group Tobi Tobi – 2x20 minute sets	<ul style="list-style-type: none"> <li>- Tobi Tobi to remain in same position as per ceremony and can connect to power if needed once guests have moved from ceremony space to canapé space.</li> <li>- Tobi Tobi to play 2x 20min sets between 430-530pm.</li> <li>- 20x aperol spritz and 20x margaritas to be served with other drinks</li> <li>- 4x canapés to be served across 1.5hours</li> </ul>
<b>445pm</b>	Family Photos	Ali Bailey	<ul style="list-style-type: none"> <li>- Family photos to be taken in back or front garden pending lighting.</li> <li>- List of photos required to be sent to Ali</li> </ul>
<b>5pm</b>	Erin and Ian to mingle with guests	Tobi Tobi	
<b>530pm</b>	Erin and Ian photos	Ali Bailey	<ul style="list-style-type: none"> <li>- Tobi Tobi to conclude at 530pm and set-up in reception space</li> <li>- Potted plants and wishing well to be moved from ceremony/canapé area to reception as per provided layout</li> <li>- Atlantic Group to play background music in canapé area from 530-6pm</li> <li>- MC – Jono McLean to chat with Tobi Tobi (Renee and Jamie) prior to reception</li> </ul>
<b>6pm</b>	Erin and Ian return from photos Erin and Ian private first dance	Ali Bailey Tobi Tobi – Chateau	<ul style="list-style-type: none"> <li>- Festoon lights to be turned on by Atlantic Group</li> <li>- When Erin and Ian return from photos, private first dance to be held in reception space just prior to reception commencement</li> </ul>
<b>605pm</b>	Reception commences – guests moved to reception space	Atlantic Group Tobi Tobi	<ul style="list-style-type: none"> <li>- Erin and Ian to move to a room inside to wait</li> <li>- <u>Don't start to move guests until private first dance completed</u></li> <li>- Candles to be lit prior to or upon commencement of reception by Atlantic Group</li> </ul>
<b>615pm</b>	Guest to be seated MC to welcome guests Erin and Ian entrance Erin and Ian speeches	Atlantic Group MC – Jono McLean Tobi Tobi – I'm on Fire	<ul style="list-style-type: none"> <li>- Jono to welcome guests and intro Erin and Ian</li> <li>- Following Jono's welcome, Jono to hand over to Erin and Ian for their speeches after entrance/before entrees served.</li> <li>- After entrance song – Tobi Tobi to play 2x40 min or 4x20min sets</li> </ul>
<b>630pm</b>	Entrees served	Atlantic Group Tobi Tobi	
<b>7pm</b>	Erin and Ian to cut cake	Tobi Tobi	<ul style="list-style-type: none"> <li>- Atlantic Group to provide cake knife etc.</li> </ul>
<b>730pm</b>	Mains served	Atlantic Group Tobi Tobi	<ul style="list-style-type: none"> <li>- Crew meals to be served also x4</li> </ul>
<b>8pm</b>	Erin and Ian sunset photos	Tobi Tobi	<ul style="list-style-type: none"> <li>- Tobi Tobi concludes at 8pm</li> </ul>

		One More Song Ali Bailey	<ul style="list-style-type: none"> <li>- One More Song commences at 8pm</li> <li>- Erin and Ian head off for sunset photos</li> <li>- Guests can mingle/dance etc.</li> </ul>
<b>830pm</b>	Cake to be served roaming MC to announce the dance floor officially open	Atlantic Group MC – Jono McLean One More Dong DJ – dancing in the dark	<ul style="list-style-type: none"> <li>- Erin and Ian return from photos</li> <li>- Pre-cut dessert sized portions for guests will be supplied on platters by Lisa</li> <li>- Dance floor open</li> </ul>
<b>9pm</b>	Dance Floor really kicks off Sax player commences	One More Song DJ Justin Kenny Hall - sax	
<b>930pm?</b>	Photographer concludes	Ali Bailey	- Ali Bailey to capture 15-30mins of dance floor shots and then conclude
<b>11pm</b>	Sax player concludes	Justin Kenny Hall	
<b>12am</b>	Wedding concludes One More Song concludes Thank you and goodbyes	One More Song DJ – you’re the voice	
<b>1215am</b>	Bump out commences	One More Song DJ Atlantic Group	<ul style="list-style-type: none"> <li>- Erin and Ian to take home cake, flowers and wishing well/gifts</li> <li>- Potted plants, signage, candles and pillars and else provided by Erin and Ian to be moved and stored inside Gardens House for collection by Erin and Ian on 31/12 – time TBC by Atlantic Group.</li> </ul>
<b>115pm</b>	Bump out concludes		