

# Wedding Run Sheet

Please complete w all information

<b>Name:</b>	Danielle Vogel & Matt Pumpa		
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## Wedding Ceremony

<b>Location</b>	Plane Trees (weather pending)		
<b>Date</b>	Sunday October 16th		
<b>Start Time</b>	4:00pm	<b>End Time</b>	4:30pm / 4:45pm approx
<b>NOTE</b>			
<b>No. Adults</b>	130	<b>No. Children</b>	7 children (wont be staying for the full reception) Ages are 1,1,4,5,6,9,12
<b>Ceremony Time Requirements</b>	Guests arrive 3:30pm – 3:45pm for 4:00pm start  Tobi Tobi are the duo that will be playing on arrival and during this time so they will need to be set up somewhere on the side in that area and require a stool if possible  Euroa Butter Factory provides the following for your ceremony:  white bench seats chairs clothed or timber signing table - timber or whatever you recommend		

## Wedding Reception

Euroa Butter Factory staff will set your tables with the following:

- stainless steel cutlery
- white crockery
- glassware
- cotton napkins: white, grey, black or fawn – **white napkins**

You will be responsible for the placement of additional table decorations, wedding favours name cards menus & seating plans unless we have been engaged to organise this for you –

Could you please assist with set up for us, we will provide: We set-up, but need you to place name cards if you are having them. **Yes family will set the menus up which include names**

**EBF to set up on tables for me:**  
**table numbers, drinks list,**  
**well wishes sign for gifts table,**  
**welcome sign and seating chart,**

**candles in cylinders**

**small vases for 2 x white roses each vase**

**small table near neon sign for polaroid camera and guest book**

All events held in our function room within the main building will be set the day before your wedding.

All outdoor events will be set by noon on the morning of your wedding.

<b>Ceremony location</b>	Plane trees		
<b>No. Adults</b>	130	<b>No. Children</b>	7
<b>Post Ceremony canape and drinks</b>	Plane trees area		
<b>FEAST PLATTERS PLATTED</b>	Feast Platters		
<b>Post Ceremony canapes. selection</b>	1 hr package - can part of this be a drink on arrival for guests factored into this? See my notes below		Arancini GF, VEG Salt and Pepper Squid, G.F Pork mini rolls For the vegans we will make a small plate each
<b>Table Selection</b>			White cloths and white serviettes
<b>Chairs</b>	Euroa Butter Factory provides Bentwood Dining chairs		
<b>MENU</b>			
	Items to be confirmed by EBF, includes Veg Platter and Meat/Fish		
<b>Seasonal Entree</b>	To confirm with EBF - could we please confirm this and the wording so I can include in the menu As below have adjusted, under ...to print Hummus Grilled Spring vegetable carpaccio, buffalo mozzarella Leg ham, Salmon gravlax Baked ricotta, smoked paprika Flat bread House sourdough		
<b>Main dish selection</b>	Roast chicken, thyme, garlic, lemon, lime  Lamb rump, garden herbs, jus  Confirming 9 x guests are vegetarian and 1 x are vegan (let me know what you want to do)		

	<p>Cumin black beans, basmati rice pilaf, shared sides (don't put this on the menu or all guests might think it is an option, we will find where your vego/ vegan guests are and serve them individually, they can share the sides with everyone else</p> <p><b>Can we please confirm wording for above for menus?</b></p>
<b>Side Dish Selection</b>	<p>Roasted chat potatoes</p> <p>Zaartar Cauliflower</p> <p>Leafy Spring salad, beetroot, baby carrot, avocado, lentils</p> <p><b>Can we also confirm this and wording so I can make sure its correct on the menu before printing. Confirming the sides are GF? See below</b></p>
<b>Dessert Selection</b>	<p>Mini cannoli, Baked cheesecake Brownie</p> <p>Is a small cheese board an option or do I need to pick a 4th dessert? <b>Yes</b> We can include cheese, no need for another dessert, will make this selection enough</p>
<b>Wedding Cake?</b>	No wedding cake
<b>Child Meals (under 12)</b>	7 – is there a table we can set them up at? As I didn't include in the seating chart as they wont be staying for the whole time (maybe in that little indoor space where the doors open outside)
<b>Vendor Meals</b>	6 (5 x for the band and 1 for the x photographer) 1 x of these vegetarian
<b>No. vendors meals</b>	<p>Please provide guest details on seating plan for our staff to serve any dietary requirements. Also list names and dietaries here</p> <p>Specific allergies or food intolerances can be detailed below:</p> <p>please see below updated 1 x vegan, 9 x vegetarian , 1 x GF now.</p> <p>Kate Hyland – GF Kate Vogel – Vegan (anaphylactic to seafood) Vanessa Wilkinson – Vegetarian Kirra Fitzgerald – Vegetarian Amanda Miller – Vegetarian Danielle Vogel – Vegetarian Emma – Vegetarian Kellie Smith – Vegetarian Lauren Morrison – Vegetarian Chris Pumpa – Vegetarian Bella (kids table) – anaphylactic to peanuts</p> <p>1 x band member – Vegetarian</p>
<b>Dietary Requirements</b>	As above
<b>DRINKS ORDER Post Ceremony Package selected DURATION</b>	<p>Beers, Sparkling, Wine</p> <p>1 hour package - can this please include a drink on arrival? See below</p> <p>EBF can reduce the time after the ceremony if you need to incorporate this. Other cocktail recommendations?</p>

<b>LIST Drinks Drinks Packages Post ceremony</b>	<p>Mitchelton Sparkling Wine Peroni, Asahi or Great Northern</p> <p><i>Can we please have French champagne as an option If you'd like to have champagne included as an option; You can supply your own Champagne, and then fit into the ONE hour package drinks will be served prior as well as post the ceremony, (would otherwise we require the 1.5 hour drink package as a second set up is required for service)</i></p> <p><b>Please see print detail for option below</b></p>
<b>LIST WINES SELECTED for reception</b>	<p>Steam Tower package <b>see end notes</b></p>
<b>Sparkling</b>	<p>Mitchelton Sparkling – and a French champagne supplied <b>(table 1 bridal table and table 2 French champagne, send a bottle to table 3) only serve the supplied champagne to guests who ask please</b></p>
<b>White Wine</b>	<p>Are you game - Pinot Grigio Wine X Sam – Rose</p>
<b>Red Wine</b>	<p>Mitchelton Shiraz Maygars Cab Sav</p> <p><i>Also I know 1 x guest only drinks Pinot Noir so if he asks please add it on</i></p>
<b>Beer Selection</b>	<p>Peroni, Asahi, Great northern (not having craft beer as an option)</p>

**Audio / Visual Requirements**

Euroa Butter Factory can provide power in specific locations around the hedged garden, ceremony area & in the main function room.

Please note all vendors are to provide own extension cords, batteries, shelter etc. if required and familiarise themselves with the venue prior to arrival

<b>Location</b>	
Plane Trees - Ceremony	Celebrant and Tobi Tobi Duo
Courtyard – Reception	Baker Boys Band
<b>Neon Sign – Brick Wall</b>	<b>Could we please have a little table next to this area for a polaroid camera/guest book etc</b>

### Florist/Stylist Requirements

Florist & stylist are recommended to familiarise themselves with the premises prior to arrival.

We ask that all waste associated with arrangements are removed from the premises by the florist or wedding party on departure from the venue.

Please note all vendors are to be self-sufficient as we cannot guarantee staff availability during installation

Confirming you're all ok to help me with this? Probably need 16 - 20 small glass vases (4 or 5 per table - conscious of space so whatever you think works best) I will put 2 x white roses in each vase so if you think it needs additional greenery as well feel free to add in. Keeping it small and simple as we discussed.

Am I able to get some petals for the children to have walking down the aisle? Just wanted to check with you first. Also could you please send me the contact for wholesale Murchison florist?

<b>Location</b>	<b>Courtyard – Reception</b>
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<b>Contact List</b>		
<b>Role</b>	<b>Name / Company</b>	<b>Contact Number</b>
On-the-Day Liaison	We do all the set-up, family can help if they are wanting to, family must do name tags special additions	
Photographer	Tess Follett	
Celebrant	Megan Thompson	
Band	Baker Boys	
Flowers	EBF and us (The Nest delivering bridal bouquets and buttonholes) Remind me of the colour and we will chat further re flowers	Can the florist you contacted supply us with some petal cones for the kids to walk down with and guests to throw at the end at all?
Videographer	NA	

## DRINKS

\$20 One-hour Package

Cocktail of your choice ?? confirm?

Mitchelton Sparkling

Champagne (supplied)

Cider, Mineral Water

Are you game – Pinot Grigio

Request - Pre and post ceremony drinks to be extended and served for 1.5 hours, includes setting up drinks both before and after ceremony

- To facilitate this.....You supply a minimum of 3 dozen bottles Champagne (more if you prefer)
- *your champagne can be served into the reception, or as it lasts*
  
- *in addition BF standard inclusions for pre and post ceremony drinks will be served*

\$80 Steam Tower, 5 hours

Drinks

Cider, Mineral Water

Gin & Tonic

Mitchelton Sparkling

Are you game – Pinot Grigio

Wine X Sam - Rose

Are you Game Pinot Noir

Maygars Hill Cabernet Sauvignon

Mitchelton Estate Shiraz

Peroni, Asahi or Great Northern

## TO PRINT.....

### MENU

#### TO START

Hummus, Flat bread

Grilled Spring vegetable carpaccio, buffalo mozzarella

Leg ham, Salmon gravlax

Baked ricotta, smoked paprika

House sourdough

#### MAIN

Roast chicken, thyme, garlic, lemon, lime

Lamb rump, jus, rosemary bearnaise

#### SIDES

Roasted cauliflower, sesame seeds, smoked paprika

Leafy greens, beetroot, baby carrot, avocado, lentils

Roasted chat potatoes

#### DESSERT

Mini cannoli

Baked cheesecake

Brownie

Fruit

Cheese, crackers, bread

#### DRINKS

Mitchelton Sparkling

Are you Game – Pinot Grigio

Wine X Sam - Rose

Are you Game Pinot Noir

Maygars Hill Cabernet Sauvignon

Mitchelton Estate Shiraz

Peroni, Asahi, Great Northern

Cider, Mineral Water

<b>The Day of your wedding</b>	Euroa Butter Factory will set all tables prior to 12pm on the day of your wedding. Our front of house staff will then start 1 hour prior to the commencement of your ceremony.
<b>9am</b>	<b>Breakfast for in house guests</b>
<b>12pm</b>	All Tables are set & ceremony set as advised by client, set by Euroa Butter Factory
<b>Note times Add speech times</b>	EBF Front of house staff ensure tables are set, glassware organised and bar complete
<b>2:40pm</b>	<b>Bridal photos - occurring prior to the ceremony on site</b>
<b>3:30pm – 3:45pm</b>	Guests arriving
<b>4:00pm</b>	Ceremony
<b>4:45pm – 5:45pm approx</b>	Post Ceremony Drinks & canapés



<b>5:45pm</b>	Guests are seated
<b>6:00pm</b>	Entrée
<b>6:30pm</b>	<b>Main Speeches to commence between 6:15pm and 6:30pm</b> Marten – father of the bride Mick – father of the groom Mark & Aaron – groomsmen Matt – groom (confirming these will pause if they run over when main course is coming out)
<b>7:00pm</b>	Main Course
	Dessert
<b>10:00pm approx</b>	Late night snacks
<b>11pm</b>	Last drinks

**11.30** All guests to depart premises and onsite guests to depart reception area.

Are you having brunch if so about how many?

Brunch following wedding \$30, in house guests are all included, if they all wait for brunch.

**We have some family staying at our house so we will all be leaving to head back there and have a lunch at home or maybe pizzas at Northern. You will need a rest by then!**