



## EVENT RUN SHEET

### Wedding of Jennifer and Daniel

Booking #5173 Event Date : Saturday, 01 October 2022

Event Type	<b>Terindah Wedding</b>	Contact Name	<b>Jennifer Van Ingen</b>
Event Title	<b>Wedding of Jennifer and Daniel</b>	Address	<b>8 Edgecombe St</b>
Event Date	<b>Saturday, 01 Oct 2022</b>	Suburb	<b>Hamlyn Heights</b>
Start Time	<b>04:00 PM</b>	City	<b>Geelong</b>
End Time	<b>11:00 PM</b>	Postal Code	<b>3215</b>
Guests	<b>84</b>	Mobile	<b>0423883829</b>
Location		Email	<b>jennifer.vaningen@hotmail.com</b>

#### Event Location

Location Name	<b>Terindah Estate</b>	Suburb
Company		City
Department		State / Province
Address		Postal Code

#### Running Order.

03:30 PM **Ceremony space set and ready by this time**  
The ceremony space will be set up with chairs, umbrellas, wine barrels, your chosen theming and cold water. Celebrant to have PA system set and ready by this time.

All furniture, equipment and floral to be in place by this time. All suppliers to have completed their tasks and departed the venue (if not required for the ceremony).

03:40 PM **Grooms arrival**  
Groom and best man to arrive.

03:45 PM **Buses arrive at Terindah Estate**  
Approximate time for buses to arrive at Terindah Estate

Pre-ceremony BGM to be playing from this time ready for early arrivals.  
Music played by Tobi Tobi

04:00 PM	<p><b>Ceremony Commences</b></p> <p>Your guests will be invited for this time. Groom and groomsmen to be readily awaiting the Bride's arrival.</p> <ul style="list-style-type: none"> <li>• 2x song for aisle: Bridesmaids - Stand by Me. Bride - Can't Help Falling in Love</li> <li>• 2x song for signing of register: 500 Miles &amp; Bloom by The Paper Kites</li> <li>• 1x song for pronouncement and walk back down aisle -Tobi Tobi to choose.</li> </ul>
04:05 PM	<p><b>Car arrival</b></p> <p>Bridesmaid's cars will arrive with Jen's daughters to the Cellar Door where they can set down their bags or any personal items before heading down the aisle. Jen and her parents will arrive in a separate car which they will wait in so her daughters do not see her. Once the bridesmaids and flower girls head down the aisle Jen and her parents will exit the car and follow.</p>
04:15 PM	<p><b>Walk down the aisle</b></p> <p>Bridal procession down the aisle - 2 bridesmaids, Hannah and Alycia and 2 flowergirls, Ellie and Lill (ages 2 and 4) proceeding the bride.</p> <p>Bride will be escorted by her father, Tony</p>
04:45 PM	<p><b>Ceremony Conclusion</b></p> <p>After the official signing of the paperwork, you have said 'I do' and taken a moment to celebrate with your nearest and dearest the ceremony concludes and your guests are invited by your MC and photographer to gather for group photos.</p>
04:46 PM	<p><b>Family and group photos</b></p> <p>Family and group photos to take place on the ceremony lawn once ceremony and congratulations have concluded.</p>
04:55 PM	<p><b>Guests move to canapes</b></p> <p>Once photos have concluded guests will be invited through to the canape lawn.</p>
05:00 PM	<p><b>Serve: Gin Bar Menu: Gordons Pink Gin. The Classics - Bombay Sapphire. The Classics - Tanqueray. Gin Bar Set Up</b></p>
05:00 PM	<p><b>Serve: (a) Canapes Cold Menu &gt; 1 Aug 2022: Nigiri sushi selection: Hriramasasa kingfish; yellow fin tuna; red snapper; Atlantic salmon with red maple radish, yuzu pearls, shiso &amp; Tosa sauce (DF, GF). Lebanese cucumber, avocado &amp; tomatillo salsa, crumbled tortilla (DF, GF, Vegan). Heirloom vine tomato, sun dried tomato tapenade, purple basil (DF, GF, N, Vegan). Spanner crab vol a vent, poppy seed, fennel &amp; buttermilk slaw &amp; smoked Yarra Valley caviar. Butternut pumpkin tartlet, capers, Meredith feta &amp; chervil (GFO, V). Scallop ceviche, Aspen lemon &amp; wasabi dressing, finger lime (DF, GF)</b></p>
05:00 PM	<p><b>Serve: (a) Canapes Hot Menu &gt; 1 Aug 2022: Tofu &amp; banana blossom lumpia, sriracha vinegar (Vegan). Chermoula spiced prawn lollipop (DF, GF). Atlantic salmon &amp; nori spring roll, nahaizu (DF). Porcini mushroom arancini, roasted lemon (GFO, V). Tiger prawn &amp; vegetable tempura selection, creamy chilli sauce (DF, V). Kent pumpkin &amp; ricotta ball, red capsicum gel (GF/V)</b></p>
05:00 PM	<p><b>Serve: Terindah Estate - 5 hour Wedding: Terindah Estate Blanc De Blanc . Terindah Estate Pinot Gris . Terindah Estate Rose . Terindah Estate Two Bays Pinot Noir . Prickly Moses Summer Ale . Little Creatures Furphy 375ml</b></p>
05:00 PM	<p><b>Serve: Oyster Bar: Oyster Bar</b></p>

- 05:00 PM **Canape Hour**  
Your guests will be greeted with trays of your chosen beverages as the beverage package and canape hour commence. Our wait staff will rove your selection of canapes and ensure your guests with dietary requirements are looked after. A member of our team will let your guests know where they will be seated towards the end of the hour before inviting your guests to move through to the event space.
- 05:05 PM **1 Hour Guided Photos**  
Our farm vehicle will be ready and waiting stocked with a selection of cold canapes and something to drink for you to enjoy during your one hour guided photo tour. Our staff member will guide the married couple, photographer and videographer to the Estate's private beach, vineyard, fields and photo locations throughout the property.
- 05:10 PM **Move items from Ceremony to Reception**  
Staff to move all required items from the Ceremony location to the Reception location, at this time.  
  
This may include the relocation of the Welcome Sign and Floral.  
  
Note: Items must not be left out overnight. All items must be cleared from the Ceremony location the day of the wedding.
- 05:50 PM **Bridal Party to meet at Vines**  
Your wedding coordinator will gather your Bridal Party and daughters and move them to the vines, ready to meet the happy couple as they return from their location photos, to have further photos as a group.
- 05:55 PM **Band to start dinner BGM**  
Cal to commence chilled dinner BGM.
- 06:00 PM **Serve: (a) Bread Rolls > 1 Aug 2022: Dinner roll selection with Lardass butter, dukkah, Lighthouse olive oil**
- 06:00 PM **Moving Through**  
Your guests will be invited to move through to the event space, they will have the opportunity to leave any gifts or well wishes and their drinks will continue to flow as they find their seats.
- 06:15 PM **MC Welcome and Bridal Party Introduction**  
Your MC will welcome your guests to the reception and introduce the bridal party through to the event space. Your event coordinator will time this and advise the MC when the bride and groom have arrived and are ready to enter.  
  
1. Our bride and groom, Jennifer and Daniel  
  
Cal to play **TBC SONG NAME** for the entrance.
- 06:25 PM **Cake Cutting**  
Bride and Groom to cut cake as soon as they enter the room
- 06:30 PM **Speeches**  
1. Parents of Bride, Robyn and Tony  
2. Parents of Groom, Susan and Trevor

06:45 PM	<b>Serve: (a) Main Course Menu &gt; 1 Aug 2022: Murray cod, champagne &amp; caviar sauce, warragal greens &amp; potato galette (GF, Pea, broad bean &amp; marjoram risotto, Drysdale goats curd, potato shards &amp; quails egg (GF, V)</b>
06:45 PM	<b>Serve: (a) Grazing Sides Menu &gt; 1 Aug 2022: Triple cooked roast potatoes, rosemary &amp; garlic (DFO, GF, V, Vegan Option). Warm green bean, broccolini &amp; asparagus salad, garlic &amp; lemon olive oil dressing, smoked almonds (DF, GF, N, Vegan)</b>
06:45 PM	<p><b>Main Course Served</b></p> <p>Once the welcome has concluded, staff will present both your choices of main dish to each guest to allow them to choose their meal. Grazing sides will be placed along the table for the guests to share.</p> <p>Dietary requirements will be accommodated. We always serve bridal and parents tables as a priority (if you have a preference after that we are happy to oblige) and will not put a meal down if no one is seated at the time, instead we will watch for their return to ensure they have a fresh hot meal.</p>
07:45 PM	<p><b>Speeches</b></p> <p>Everyone has enjoyed their main meal, plates have been cleared, and drinks topped up. Your event coordinator will cue the MC when it is time for speeches, your chosen speakers will be invited up to the microphone in the following order:</p> <ol style="list-style-type: none"> <li>1. Best friend of the Bride, Hayley</li> <li>2. Best friend of the groom, Josh.</li> </ol>
07:55 PM	<p><b>Thank you and First Dance</b></p> <p>The bride and groom will commence thier thankyou speech before moving on to the dancefloor for the first dance as husband and wife.</p>
08:00 PM	<p><b>First dance</b></p> <p>MC to invite bride and groom to the dance floor for the first dance as a married couple.</p> <p><b>Song name - TBC</b></p>
08:05 PM	<p><b>Party Time</b></p> <p>The MC and bridal party to encourage the guests to join the bride and groom on the dance floor. The drinks will continue to flow and the lights turned down low as the dancefloor kicks off.</p>
08:30 PM	<b>Serve: (a) Sweet Pieces Menu &gt; 1 Aug 2022: Choux au craquelin, biscoff cream, caramel nest . Snickers bar, salted caramel peanuts, pretzel (N). Lemon posset spoon, poppyseed caramel, blueberry (GF). Sticky date pudding, toffee crème, white chocolate crumble</b>
08:30 PM	<b>Serve: Cheese display: Cheese Display with Sweets</b>

08:30 PM

**Dessert and Tea & Coffee Served**

Because this is now such a relaxed time our staff will be setting up your dessert buffet of sweet pieces. Your dessert buffet\* will consist of the sweet pieces you have chosen as well as an impressive cheese presentation and your wedding cake.

\*Sweet pieces can also be roved depending on the guests.

Once it is set up you will be given first chance to make your selection before our staff invite the guests through.

Tea and Nespresso coffee will also be set on a side buffet at this time. Our staff will be on hand to assist anyone who needs help to operate it, and will also check with older guests to see if they would like tea or coffee brought to them.

**\*\*Keeping top tier of wedding cake**

09:00 PM

**Cocktails**

60 x Espresso martinis will be roved around the room to your guests.

09:00 PM

**Serve: Cocktails Menu: Cocktail - Espresso Martini**

10:30 PM

**Dessert buffet cleared**

10:45 PM

**Buses arrive**

Bus to arrive to collect guests and return them to key locations - Lara and Geelong

10:55 PM

**Last song**

MC to invite guests to the dancefloor to enjoy a final song of the wedding with the bride and groom.

11:00 PM

**Wedding Conclusion**

Sadly this is the end of your wedding, you will be asked to say your farewells as our staff make sure all guests leave the property safely. We recommend organising buses in advance as Uber's and Taxi's are limited this time of night on the Bellarine.