

# PRUNELLA EVENTS

FOOD. FLOWERS. VENUES.

## EVENT RUNNING ORDER

Event Name: **Olivia + Tom**

Event Date: **Friday, 24 Jan 2025**

Location: **Cadella Park**

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- 03:00 PM **Music - onsite ready for bump in**  
Musicians onsite (drive in and drop off equipment), sets up in Driveway/Pin Oaks/Marquee TBC (need power?).
- 03:30 PM **Celebrant arrives onsite sets PA & Mic for ceremony**  
Prunella staff in place at front gates to greet early arrivals & assist with guests parking.  
Groom + Groomsmen arrive (*car details TBC*), drinks taken in the bridal suite before heading out to mingle with guests/take position.
- 04:00 PM **Gates Open**  
Prunella staff offer guests waters on arrival.  
Musician playing BGM for guest arrivals (*Tobi Tobi*)  
Bus arrives onsite (2 x 57 seaters, drop off road side (Xpax on bus)
- 04:25 PM **Guests seated for ceremony**  
Guests seated ready for ceremony commencement in the driveway  
Celebrant, Groom and Groomsmen in place
- 04:30 PM **Bride arrives**  
Bride arrives with bridesmaids + parents (*Hire Limousine*).  
Beverages offered on arrival.
- 04:35 PM **Ceremony commences**  
Bride walking down the aisle with Dad.
- 05:05 PM **Ceremony concludes**  
Rose petal toss, congratulations!  
Beverages offered to B&G, followed by bridal party  
Musician moves ready for PDD's - TBC Tobi Tobi  
Staff ready at Outside Bar to serve drinks - Outside music ready
- 05:10 PM **Guests move across for Pre Dinner Drinks**  
To the pin oaks/outside bar for Pre Dinner Drinks  
Beverages offered to guests  
Musician commences playing BGM for PDD's (*details TBC*)
- 06:00 PM **Guests asked to move across to dinner**  
To the Marquee for dinner.  
B&G and Bridal party remain behind – ready for entrance.
- 06:15 PM **Guests take their seats; drinks offered as seated**
- 06:20 PM **MC welcomes guests & house keeping**  
Introduces – Bridal Party (order TBC) and Bride & Groom entrance.  
B+G Speech.
- 06:45 PM **Shared main course is served**

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- 07:45 PM **Shared main course is cleared**
- 07:45 PM **Bride + Groom sunset photos**  
TBC
- 08:15 PM **MC introduces speeches**  
Second Round:  
1. Hilary (Bridesmaid)  
2. Ash (Grooms brother/groomsmen)  
3. Ian (Brides dad)  
4. Troy (Grooms best man)
- 08:39 PM **Sunset**
- 08:40 PM **MC announces B+G to pour Champagne tower**  
B+G pour champagne tower then make their way to the dance floor for first dance.  
Staff to fill rest of the glasses and hand them out to guests on trays.
- 08:50 PM **B+G's first dance**  
Dance floor is officially open.
- 09:20 PM **Dessert/ wedding cake served roaming**  
Dessert + espresso martinis served.
- 11:00 PM **Official conclusion of evening, guests commence departing**  
Guests commence departing  
B+G + Bridal party leaving: Organs mini bus TBC  
Prepare flowers for B&G - buckets & place in EON vehicle
- 11:15 PM **Buses depart for final destination**