



2018 / 2019 Wedding Celebration Checklist

Bride	
Groom	
Celebration date:	

\*\*\* Please note that this checklist is due one calendar month prior to the celebration \*\*\*

The following checklist has been created merely to ensure that we remember every precious detail, which ensures a Magic Celebration!

Please make notes as you see fit and we will assist you as best we can, kindest, Sandra & Heidi

Bride: Mobile Number:	Email:	
Groom: Mobile Number:	Email:	
Co-Ordinator ? Name:	Email:	Mobile:
Maid of Honour ? Name:	Email:	Mobile:
Best Man ? Name:	Email:	Mobile:
Photographer ? Company / Name:	Email:	Mobile:
Hair Stylist ? Company / Name:	Email:	Mobile:
Make Up Artist ? Company / Name:	Email:	Mobile:
Florist ? Company / Name:	Email:	Mobile:
Caterer ? Company / Name:	Email:	Mobile:
Videographer ? Company / Name:	Email:	Mobile:
Photobooth ? Company / Name:	Email:	Mobile:
Shuttle Service ? Company / Name:	Email:	Mobile:
Theme :		
Colour Scheme:		
Number of Guests attending the celebration (remember to include your service providers)	Adults:	Kiddies:
Directions / Map required ?		
GPS co-ordinates to be shared with Bride for Guest arrival? Google maps indicates "old road" from Jeffreys Bay	-34.074867,24.870285	

<b>Ceremony</b>	
Chair selection for guest seating: please confirm style of choice White tiffany / Black wrought iron with cream cushion / Rustic benches	
Chair layout: confirm number of chairs on each side of aisle, if other than standard setup	
Clear Tent required ? Hiring Fee to be levied	
Bedouin Tent required: white stretch / waterproof: 15m x 10m	
Ceremony Arch required? Please indicate your choice of wooden or metal arch	
If Arch is selected, are flowers required? Remember to discuss with your florist please	
Registry table with white tablecloth & chair provided by Rose Barn, florist to provide a posey for the table	
Podium required for Pastor?	
Accoustics during ceremony reminder (remind service provider of setting up /position / electrical plug requirements) *** please remember that the Rose Barn does not have a PA system ***	
Order of service to be distributed / by whom?	
Confetti choice	
Confetti presentation: baskets etc	
Canvas umbrella required if no tent selected? R 480,00 hiring fee, each	
Mineral water (bottled) to be supplied by Rose Barn Bar @ R 10 each?	
Flowers: reminder to chat to your florist	
Décor: reminder	
Plan B should weather turn unfavourable? Confirm 3 working days prior to celebration	
Timeline: <b><u>we require this 1 week prior to your celebration</u></b> , examples may be emailed, please email me for samples!	
<b>Canape Time</b>	
Seating plan to be displayed? Use of easel?	
Beverage selection to be served to your guests: pls confirm requirements at "Rose Barn Bar" section below	
Accoustics @ ceremony (remind service provider: setting up /position / electrical plug requirements)	
Lawn games for canape time to be set up? Mini golf (please provide your own golf balls) / petanque / bocce	
Wedding gift table required / where to be displayed?	
Money envelope holder options: Birdcage / Cream letterbox style options from Venue / option to provide your own	
Décor for gift table? Bride to arrange	

<b>Reception</b>	
Bride & Grooms Grand Entrance: reminder / plan (song of choice etc)	
DJ :To be seated near the bar, RHS of main entrance, we supply the DJ table, 2 chairs & crisp white tablecloth	
Dance floor: regular space near bar (easily hosts 200 + dancing guests)	
Will you be arranging an alternate dance floor? black/white checkered dancefloor / alternate?	
Table layout for reception: <b><u>due at least 10 days prior to the celebration, please</u></b>	
10 guests are easily seated per rustic or white high gloss table, we require a rough indication of where you require tables	
Table selection: please confirm Rustic wooden table: width: 750mm / length 3 meters / height: White high gloss table: width: 800cm / length: 2400cm	
Chair Selection to accompany reception tables / please confirm White tiffany with white cushion / Black wrought iron with cream cushion / Rustic benches	
Indicate the tablecloth of choice: rustic runner / antique tablecloth / white runner	
Bridal table: consider when planning your layout	
Elegant Glassware: 1 champagne flute & 1long stemmed wine glass, crockery & polished cutlery per setting, placed by our team	
White linen napkins to be placed at each seating space by our team	
Gifting: are you placing gifts at place settings? Allocate a member of bridal party: to complete duty by noon on the celebration day please	
Menu: how will you indicate info to your guests?	
Table numbers: own or to hire? We have numbers 0 - 9	

Notes :

<b>Catering:</b>	
Caterer: Company Name:	
Canapes: brief overview of that which is to be served / style of feast	
Starters: plated / buffet style: elaborate please	
Main Course: plated / buffet sstyle: elaborate please	
Dessert	
Childrens meals	
Wedding Cake	
Timeline of meal service to be included in celebration day timeline	

**Rose Barn Bar**

Barman wages x 1: we include 1 Barman with your venue hire:

Additional barman required? Guideline: 2 for 100 guests / 3 for 150 etc / Wages are levied at R 550,00 per barman

Beverages required for Bridal photoshoot after ceremony: elaborate please

Beverage selection to be served to your guests during canape service?

Delivery date of own wine / sparkling wine selection? Details of person responsible for delivery please

Storage required in chill room for own wine / sparkling wines?

Popular selection: alcoholic & non-alcoholic cocktails served in decorated glass decanters / Keg of beer which may be served throughout the reception / silver rose bowls with a predetermined value of beers / ciders / (white & red wines / sparkling wines in silver rose bowls, on ice / Craft Gin & Tonic station? Pimms & Lemonade / Ginger Ale station?

Kindly elaborate. (we supply silver rose bowls / ice & decanters)

\*\*\* Our liquor licence indicates a specific closing time of 02h00 / however our final closing time will be 04h00 \*\*\*

Table wine selection: confirm selection / number per table

Sparkling wines for toasting ? Confirm selection / number per table (guideline: 4 full glasses per 750ml bottle)

Corkage fee: confirm number of bottles if own wines are to be provided: this assists with return of unopened bottles

As per liquor licence, corkage fee is applicable and is to be settled in advance. Any credit due will be refunded

Please confirm whether a cash bar or tab service? Reminder: full tab to be prepaid and may be topped up during the evening

Limitations for Tab? Kindly elaborate (eg no shooters / red bull / Johnny Walker Blue etc :))

**Rose Barn Accommodation requirements**

Self catering cottages: R 2000,00 each, per night, sleeping 4 guests each 2 double rooms, en-suite bathroom, fully equipped kitchen, lounge area, DSTV, braai facilities, secure parking, within easy walking to venue: regular check-in 2pm / check-out by 10am please tick if required

Cottage # 1

Cottage # 2

Cottage # 3

Stretcher bed or cot required for additional child? R 150 hiring fee

Dressing room to be reserved ?

Bridal suite: overnight on the wedding night?

Pre-wedding overnight: Bridal party?

Accommodation invoices to be settled in full, 2 weeks prior to the celebration date please

**To consider**

Signage for guest arrival: from the road side / farm road turn off notices	reminder for Bride to organise & allocate task to a wedding party member to action	
Directions & Maps for your guests		
Elderly Guests: wheel chair access required? The venue allows easy access to most celebration areas		
Gas Heaters required for reception? R 550,00 each, includes gas		
Wood for Fireplaces required?		
Easels for information display? Confirm number required		
Chalkboards for information display? Confirm number required: bridal party team to write up all information required by the Bride / chalkboard size: 440mm x 810mm		
<b><u>Candelabra Options</u></b>	Tick if required	Candle costing will be calculated at the time of candelabra selected
Candelabra Twig: 3 arms		
Candelabra Silver: 5 arms		
Candelabra White: 9 arms		
Candelabra Pillar:		
Rose Barn reception ceiling width: 12,5 meters (for lantern / bunting planning which your own team are responsible for hanging) indicate if additional décor is to be hung		

**Notes**

<b><u>NSRI Regulation to note:</u></b> Due to recent unfortunate events, we are unable to allow sparklers, sky lanterns or any form of "open flame" from being ignited on the premises. Our insurance policy stipulates the same ruling.
<b><u>Load Shedding:</u></b> The Rose Barn has a 50 KVA, 3 phase generator onsite, which is powerful enough to ensure that all wedding celebrations continue in the normal fashion, in the unlikely event of unforeseen power cuts.
<b><u>Creating your own floral arrangements?</u></b> By prior arrangement, you may create your own floral works of art. Your arrangements must be prepared off the property as we do not offer floral arranging facilities. The Rose Barn will be available from 08h00 ~ noon only, on the day of the wedding celebration, only for the arrangements to be placed on the tables. *** Do note that there is no kitchen facility available to the floral preparation team ***

<b><u>Note to Make Up and Hair stylists</u></b> Make up artists & Hairstylists are to provide their own extension leads, multiplugs, etc. we have created a stylish space with full mirrors, comfortable seating and sufficient lighting
<b><u>Should the Bride select a Caterer other than Infood or Seekoeirivier</u></b> A kitchen levy of R 6500.00 will be invoiced should the Bride select her own catering service. The Bride is welcome to discuss this fee with her caterer. This allows the chosen catering company to make use of the fully equipped kitchen facility on site. The fee will also include a cleaning team, which the Rose Barn will supervise. The kitchen will be prepped and ready for service with all facilities in tact. A viewing of the kitchen facility may be arranged with your caterer, prior to the event. The Rose Barn will make use of their own serving staff should the Bride choose her own catering company. The staff wage fee will be levied to the Venue Invoice, to be settled prior to the celebration. Confirmation of caterer to be conveyed to the Rose Barn

<b><u>We welcome Children to the Rose Barn!</u></b> However, due to the catering and event requirements, we suggest that menu's, seating and care whilst the reception is underway, are discussed prior to the event. Do note, that childminders will have to be sourced by yourselves. We do not offer any childminding services.	
How are kids to be accommodated during reception?	
Kiddies meal & beverages to be confirmed	
Child Minders: contact details please	

