

The Old Vicarage

This running plan will be completed by the Event Co-Ordinator at the venue during your final meeting. Please ensure you have confirmed all the details included within this document prior to your appointment. You do not need to complete this yourselves, but this gives you an idea as to what will be discussed in preparation for your big day.

Names	
Date	
Ceremony	Location: _____ Time: _____
Venue	The Old Vicarage Country House, Marquee and Gardens

Daytime Total: (excluding infants)	Adult:	Children:	Infants not catered for:
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Supplier Meals	
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Guest Numbers for Drinks Non-drinkers & Under 18's	To be served Alcoholic Drinks:	To be served Non-Alcoholic Drinks:
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Evening Total:	
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Special Notes

Although there is a sign in place, it is advisable to ask a member the of the Wedding Party (Usher's) to standing the Main Front carpark for the first 20/30 minutes of your guests' arrival, to direct them to the Cricket Pitch carpark if necessary.
The Cricket Pitch carpark will be open if the ground is dry.

Food & Drink

Drinks Reception Catering

Time:	Location: Gardens or Lounge and Bar

Wedding Breakfast Catering

Time:	Location:
Announcement in to the Wedding Breakfast:	
Announced as Mr and Mrs	

Dietary Requirements & Allergies:	
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Wedding Breakfast Drinks

Wedding Breakfast Alcoholic	
Wedding Breakfast Non-Alcoholic	
Speeches – Time	
Toast Drink Alcoholic	
Toast Drink Non-Alcoholic	
Tea & Coffee After Meal	
Evening Guest Arrival – Time	

Evening Catering

Time:	Location: Marquee

Dietary Requirements & Allergies:	
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Evening Drinks	
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Cake Cutting

Time	
Cake Type	
Top Tier to be kept	

Portioned	
Served	

Continental Breakfast the following Morning – Served at 9.00am

Guest Numbers:	
Breakfast Dietary Requirements:	

Decoration & Suppliers

Who is controlling Ceremony Music	
Microphone for Speeches	
Music for Wedding Breakfast	We recommend creating a music playlist for your wedding breakfast. This can play from our portable amp. If using an iPhone, please supply a lightening cable converter to attach to our AUX lead.
Stag Head Up or Down	
Signing Table - Orangery - Rustic or Tablecloth	
U-shape Table Rustic or Tablecloths	
Florist	
Fairy lights	
Decoration	
Table Runners or Overlays	
Chair Covers or Sashes	
Whom is clearing all decoration at Midnight	
Photographer	
DJ	
Entertainment	
Other suppliers	

Schedule for the Day

11am	<p align="center">Access to decorate The Orangery, Main House and Summer House All decoration must be finished by 12pm To allow time for The Old Vicarage Staff to tidy and make Final Preparations</p> <p align="center">Any items that are to be moved from The Orangery up to the Marquee are the responsibility of the Wedding Party</p>
3pm	<p align="center">Check-in for Bedrooms Bedrooms are not available prior to this time Check-out is 11am the following morning</p>
	<p align="center">Ceremony The House Bar will be open 1 hour prior to your Ceremony for your guest's arrival.</p> <p align="center">Grooms Interview with the Registrar 30 minutes prior to the Ceremony Brides Interview with the Registrar 15 minutes before the Ceremony.</p>
	<p align="center">Drinks Reception Dependent on Weather Front Lawn or Main House Bar</p>

	Announcement in to The Marquee by Old Vicarage
	Wedding Breakfast Please ensure a named table plan is provided, clearly labelling any Children, Under-18's, non-drinkers & Dietary Requirements Please note: For 3 course Meals menu selections must be written inside the place cards
	Speeches
	Entertainment Set-up Noise Limiter in place
	Evening Guest Arrival
	Cake Cutting
	Evening Buffet Buffet will be cleared after 2 hours
9pm	Live music to Cease (If applicable)
11pm	DJ to lower Music level
11.30pm	Last Orders at the Bar
11.45pm	Bar to Close
12am	Finish All decoration to be removed 12.30am by members of the Wedding Party or Decorating Suppliers

Bedrooms

Room Number	Guest Names	Travel Bed	Travel Cot
1		n/a	
2		n/a	
3			
4			
5 Bridal Suite		n/a	
6		n/a	n/a

External Suppliers & Decoration

- Please ensure Public Liability Insurance is supplied for all External Suppliers
- No food or drink items other than your Wedding Cake can be brought into The Old Vicarage
- No drawing-pins or staples may be used to fix any items to The Orangery beams or the outside wooden structures. Blue-tack in The Orangery or Fishing wire is recommended for attaching items, such as bunting, to the Marquee.
- Table Confetti, either paper or foil, is not permitted on tables. Scatter Crystals, pearls and fresh petals are allowed.
 - The use of confetti is not permitted within or outside the venue. This also includes wedding rice, and the use of biodegradable confetti. The use of bubbles is permitted. Fresh or dried flower petals are permitted in the gardens only.

Candle Policy

The Orangery - Candles can be placed on the fireplace encased in holders, which are twice the height of the flame. No lit candles are to be used along the aisle, battery operated candles only. During the Wedding Breakfast candles may be placed on the tables, encased in holders, which are twice the height of the flame.

- Marquee - Candles can be placed and lit on the tables so long as they are encased in holders, which are twice the height of the flame.
- No lit candles are to be placed on the floor in the main house, marquee or anywhere within the gardens.
 - If Candelabras are being used as Centerpieces, battery operated candles must be used, or alternatively unlit wax candles.
 - All responsibility of naked flames is down to the client; The Old Vicarage will not be held responsible in case of accident or injury.