WINDMILL GARDENS WEDDING CHECKLIST

Congratulations on booking your wedding venue. We are thrilled you have chosen Windmill Gardens to host your wedding!

The first most important step is to decide on a colour scheme, this will make planning much easier when deciding on the different components required to create your big day.

Here is a list of things you will need to organise next:

- Wedding Dress
- Bridesmaid Dresses
- Bride & Bridesmaid Accessories (Shoes, Jewelry, Bags)
- Groom & Groomsman Suits
- Groom & Groomsman Shoes
- Church (If applicable)
- Celebrant or Minister (If using the chapel/gardens for ceremony)
- Photographer
- Videographer
- DJ or Band
- Car Hire
- Invitations
- Place Cards
- Guest list (Max size A1)
- Bonbonniere
- Table Centerpieces (If applicable)
- Cake
- Cake Knife & Toasting Glasses (Optional, we have a plain knife & toasting glasses)
- Wedding Rings
- Flowers – Bridal Party Bouquets, lapel pins & any decorative floral arrangements
- Menu Cards (Optional)
- Wishing Well
- Guest Signing Book (Optional)

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2 Weeks Prior to your Function the following items will need to be confirmed, we will contact you to arrange an appointment for you to come in and finalise the following:

- Menu Selections
- Final Guest Numbers
- Number of Working Guest Meals, band, photographer, videographer, etc.
- Table Seating Arrangements
- Guest Allocation Sheets
- Special Dietary Requirements
- Children's Meals, please note children's meals are not alternating
- Set up and decoration requirements

At this meeting we will provide you with the remaining balance to be paid over the following week.

NOTES/QUESTIONS:

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The week of your Function you will need to deliver the following items:

- Place Cards
- Bonbonniere
- Guest List
- Wishing Well
- Cake Knife & Toasting Glasses (If Required)
- Guest Signing Book (If Required)
- Table Decorations (If Applicable)

NOTES / QUESTIONS:

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Below is a checklist for you to give to bridesmaids or parents, with a list of all the items that need to be collected at the end of the evening: (There may be other items you need to add to your list)

- Wishing Well
- Cake Knife & Toasting Glasses (if applicable)
- Guest Signing book (if applicable)
- Table Decorations (if applicable)
- Remaining wedding cake
- Remaining Bonbonniere
- Presents
- Bridal Bouquets
- Personal Clothing Items
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