



CHECK LIST FOR FINAL WEDDING DETAILS

We want to ensure that your wedding is perfect. To help us do this, please take some time to think through all the final details. This information will help us make everything happen exactly the way you want and let you relax on the day.

Please fill in or circle the answers – you can also delete anything which is not applicable..

If there is anything you are unsure of, please just leave it blank and confirm the detail with us when you are sure.

Please email your completed Check List to us at info@calderwood.co.za or fax on 086 554 0936,

by the Friday before your Wedding Week

If you have any queries please don't hesitate to give us a call on 033 997 1926

Calderwood Hall Confirmation of all Final Details for the Wedding of:

Bride:

Groom:

Date of Wedding:

Time of Ceremony:

Total number for catering: (adult) (children under 3) (children under 12) (Professionals) (*This is for account purposes*)

Total number of guests seated in venue: (adults) (professionals) (children)

Total number seated in dining room: (Professionals)

Total number of children seated in TV Lounge:

Bridal Preparation:

Will you (the bride) be staying the night before ?	Yes / No	Room no:	
Will you require the Bridal Suite to dress in on the day?	Yes / No	If Yes, number of people:	Time:
Will you be having your hair and makeup done at CW?	Yes / No	Stylist: Beautician:	Time: Time:
Are you having breakfast in the dining-room?	Yes / No	If yes,	Time:
Would you prefer a light breakfast in the Bridal Suite?	Yes / No	If Yes, number of people:	Time
Will you require a light lunch (optional extra)	Yes / No	If Yes, number of people: To be paid by:	Time:
Will you have this lunch in the Bridal Suite or dining-room?		Bridal Suite / Dining-room	
Will you require drinks or champagne in the Bridal Suite?	Yes / No	If Yes, specify: To be paid by:	Time:
Do you require an iron and ironing board in the Bridal Suite?	Yes / No		

Groom Preparation:

Will you (the groom) be staying the night before?	Yes / No	Room no:	
Will you be requiring a room for dressing on your wedding	Yes / No	Room no:	Time:
Will you require breakfast on the morning of your wedding?	Yes / No		Time:
Will you require a light lunch in your room? (optional extra)	Yes / No	If yes, number people To be paid by:	Time:
Will you require drinks or champagne in your suite?	Yes / No	If yes, Specify: To be paid by:	Time:
Do you require an iron and ironing board in your suite?	Yes / No		

PROFESSIONALS**Photographer:**

Who is your photographer?

Would you like the gate leading to the dam opened to enable access for photographs?

Yes / No

Do you need champagne and glasses for photographs?

Yes / No

If yes, How many bottles?

And glasses?

Specify brand:

To be paid by:

(Please remind your photographer to take photos of the reception venue before the function)

DJ:

Name:

(Note that Calderwood supplies a table close to a power point)

Florist:

Name:

(Florists must complete their work by 5pm on the day before your wedding. This excludes flowers out of water)

Décorator:

Name:

CEREMONY:

Will the ceremony be in the Chapel or in the Garden (weather permitting)?

Chapel / Garden / Another venue

Do you require the chapel organ or will you be using your own musical instruments:
(Power points are available)

Chapel organ / Own instruments

Will you be having a rehearsal?

Yes / No

Date:

Time:

Do you require a round table for the signing of the register?

Yes / No

Will you be needing glasses on the alter for Communion:

Yes / No

Will you be using the Calderwood Hall cushions to kneel on?

Yes / No

Will you be lighting a unity candle:

Yes / No

Do you need a lighter on the alter: Yes / No

Do you want the two large candelabra on either side of the alter : Yes / No

Who will be officiating at the service: Name:

How long will the service be (approximately)?

Where will the ceremony programmes be placed?

Who will be responsible for programmes?

Do you want us to ring the bell before the bride enters? Yes / No

Will the bride want her veil covering her face on entering the Chapel? Yes / No

Will the bride require our assistance with her train on entering the Chapel? Yes / No

How many Bridesmaids:

Order of Entrance (Eg: 1. Flower girls / page boys 2. Bridesmaids 3. Bride)

Will the bridesmaids and bride all enter to the same piece of music? Yes / No

(If the bride is entering to a separate piece of music we normally recommend a break once the rest of the bridal retinue are all positioned at the alter, we then ring the bell, the bride then enters to her own piece of music)

After the service do you want the flowers to be moved to the reception: Yes / No

If Yes, where do you want the flowers:

WEDDING CAKE:

Who is supplying the wedding cake:

Type of cake:

Do you need the cake to be refrigerated?

Yes / No

Will someone be decorating the cake?

Yes / No

Name:

Any assistance required from CW with regards to the cake:

Yes / No

If Yes, details

Do you require our cake knife?

Yes / No

If Yes, would you like the knife decorated? Yes /no

Is the cake being displayed and cut under the gazebo
in the front garden?

Yes / No

Is the cake being displayed and cut in the reception venue?

Yes / No

If Yes, when would you like the cake to be served?

(Please note any left over cake will be covered and left in the kitchen for collection by you the following morning.)

Drinks and Snacks After the Ceremony:

Are snacks being served after the service?

Yes / No

Which drinks will be served after the ceremony?

Yes / No

Tea & Coffee
Lemonade
Other

Fruit juice
Sherry

Will drinks from the bar be for the guests' own account at this time: Yes / No

If No, who will be paying:

PROGRAMME FOR THE SERVICE AND RECEPTION

Anticipated Times (Approximate):

(Please note that these times will be flexible and may be adjusted. The order may be different.)

Guests enter Chapel	Time:
Bridesmaids and Bride enter chapel	Time
Exit Chapel	Time:
Time between Service and Entering Reception Room	Time:
Refreshments served in garden for guests	
Cake cutting in garden (if applicable)	
Guests enter reception room:	Time:
Bridal party enter reception room	Time:
Grace/serve starter:	Time:
Serving of champagne:	Time:
Speeches	Time:
Main course:	Time:
Cake cutting:	Time:
Dessert:	Time:
First dance:	Time:
Bouquet & garter throwing	Time:
<i>End</i>	<i>Time</i>

RECEPTION:

Is your meal a buffet or a served meal?

Buffet / Served meal

Menu chosen:

Served meal: approximately how many plates of each choice? E.g. Vegetarian Beef Chicken Lamb

Do you have any idea of the number of Vegetarians attending your wedding, including Vegans, Pescitarians (no fish or dairy) or any other unusual dietary requirements we should be made aware of:

Number for above requirements: Vegan Vegetarian Pescitarian other

Do you know of any of your guests having any food allergies? Yes / No
(e.g. seafood, nuts, mushrooms, garlic, onions)

If Yes, description of allergy, and name of person:

Tables Please send diagram of position of tables, number for each table, and the number of people seated at each table

Colours of your wedding:

What shape will the bridal table be?

How many people to be seated at the bridal table?

What shape of guest tables would you like? Round tables seat 10 / square tables seat 12

How many guest tables will you need?

How many people to be seated at each table?

Are you using Tiffany chairs (R1000.00 extra) or plastic chairs with covers? Tiffany chairs / plastic chairs

Tablecloths (Calderwood supplies white, cream, or black tablecloths)

What colour tablecloths will you be using? Calderwood's white/ cream/ black // colour provided by you

If using Calderwood's white overlays, do you want linen or organza Linen / organza

Will you be supplying runners on the tables: Yes / No Colour:

Will you be supplying chair sashes/ tassels for the chairs? Yes / No Colour:

Who will be supplying the overlays, runners and chair sashes?

(Please note that if you are supplying these, we require delivery to CHC Catering at 35 Burger Street in Pietermaritzburg by the Wednesday prior to your wedding):

Do you require our silver serviette rings or will you supply your own: Calderwood's / Own

Do you require our white serviettes Yes / No

How do you want your serviettes folded / displayed?

Do you require the easel board (1m x ½m) for place setting lists? Yes / No
If not using the easel, how will you display guest seatings?

Who is your Master of Ceremonies?

Will the guests be entering the reception venue through the Atrium / Koi pond entrance? Atrium / Koi pond

Will the bridal party be entering the reception venue through the Atrium / Koi pond entrance? Atrium / Koi pond

Do you want the Function Room to be closed until this time? Yes / No

If you have candles on the tables, do you want CW staff to light them? Yes / No Time:

If you are saying Grace before the meal, who will be saying Grace:

Where will your professionals be eating? DJ:
Photographer

Children:

Will you be having children at your wedding? Yes / No

If Yes, will the children be seated in the Function Room / TV lounge : Function Room / TV lounge/ Other

Will children under 12 be eating from the main menu at ½ price Yes / No

If No, do you require kiddie's meals to be served for supper Yes / No

Are nannies required for babysitting?

Yes / No

For more information, contact Calderwood Hall. (*Final arrangements for nannies must be made before the wedding week*)

BAR:

Would you like champagne and non-alcoholic champagne to be served at each table?

Yes / No

Details if Yes

Time:

Please indicate type of Bar:

Limited Account Bar / Open Bar / Cash Bar

If the bar is a Cash Bar and you are running a tab,

is there anyone else beside you who may charge drinks to this tab: Yes / No

If Yes, please specify who may charge drinks to this tab:

If the bar is an Account Bar please indicate the tab limit:

If the Bar is an Account Bar, do we include champagne in the tab

Yes / No

If the bar is a Limited Account Bar, please indicate the type of bar: 1) soft drinks only / 2) beer / wine / soft drinks/ ciders

If the bar is an Account or Open Bar, what time should this Bar open?

If the bar is a Full Open Bar, are there any limitations:

Yes / No

(eg. No shooters) If Yes, Specify:

Who will be settling the bar account?

Are there any special brands you would like in the bar?

Yes / No

If Yes, Specify:

Are there any special drinks preferred by your guests?

Yes / No

If Yes, Specify:

Do you require drinks waiters at an additional hourly charge per waiter?

Yes / No

If Yes, Number of waiters:

Times to be available:

Would you like champagne or non-alcoholic champagne in the Bridal Suite after the wedding?

Yes / No

Champagne / non-alcoholic champagne

Bar Closing:

The bar closes at 12:30am

Do you want the bar to stay open from 12.30 am to 1:30am? Yes / No

Should you answer 'Yes', who is responsible for the additional charge of R1000.00 for the extra hour until 1.30am?

Extras:

Any additional information that we need to know, so that your wedding runs smoothly: