



Book Barn Wedding Checklist

Please ensure your checklist is returned to Kelly by the last business day 3 weeks prior to your wedding date.

Full Name of Couple:			
Wedding Date:			
Guest Numbers:	Adults (including couple):	Teenagers:	Kids (not including babies not eating):
Total Number of Guests (including couple):			

Homestead Front Formal Room

Please note: the Homestead will be locked soon after your wedding ceremony, therefore please ask a family member to move your personal items to the Book Barn Wedding Suite after the ceremony concludes.

Will you require the front room in the Homestead prior to your Ceremony? Yes/No

Time of arrival:

Requirements for the afternoon? E.g., Champagne flutes (how many?), cheese knife etc *(Please note that Champagne/Sparkling Wine is BYO to the Homestead):*

Wedding Suite in Book Barn

Will you require the Wedding Suite in the Book Barn prior to Ceremony? Yes/No

Time of arrival:

How many towels are required for showers?

Wedding Ceremony

Time of onsite wedding ceremony:

Exact location on property chairs to be set up:

From where will you make your entrance from e.g. cars, Homestead etc.:

Total number of people in the Wedding Party including the couple:

Will you have a band at the ceremony, will they require chairs? If so, how many?

Offsite Wedding Ceremony Location and Time:



Book Barn Reception

Time (5hr Package commences):

Three course Menu with 5 arrival canapés OR Tableshare Menu with 5 arrival canapés

Please detail menu selections below:

Canapés:

1.	2.
3.	4.
5.	

Tableshare Menu with Dessert Bar:

Mains x Three:	Sides x Three:
1.	1.
2.	2.
3.	3.

Three Course Alternate Serve Menu with Plated Dessert OR Dessert Bar:

Entrees x Two:	Mains x Two:
1.	1.
2.	2.
Plated Dessert or Dessert Bar? Please list two plated desserts if going for this option:	

Guests with Dietary Requirements:

Name:	Dietary:



Additional Extras

Hampers delivered to Bendooley Cottages (\$40pp): Name of Cottage you are staying at: Any dietary requirements:	YES/NO:
Assortment of Punches at Ceremony (\$7pp):	YES/NO:
Homemade Lemonade at Ceremony (\$5pp):	YES/NO:
Bonbonniere: Bendooley Estate NV Cuvee Piccolo Bottles (\$14pb):	If yes, how many:
Five Tier Champagne Tower set up on clear plinth (\$400)	YES/NO:

Crew Meals (suppliers working at your wedding):

Number of Crew Meals Required: \$57pp

Please list the supplier and any dietary requirements:

1.
2.
3.
4.
5.
6.

Kids Meals

Numbers Kids Meals (under 12yrs of age): \$57pp

Please list the names of the children requiring a kid’s meal and any dietary requirement:

1.
2.
3.
4.
5.
6.

Post Reception Extension

1hr Reception Extension with Beverage Package yes/no

**With Bendooley Bev Package - \$29pp or reduced to \$18pp when also taking up the Lakeside Package.*

**With Classic Bev Package - \$32pp or reduced to \$21pp when also taking up the Lakeside Package.*

**Prices above for Sliders, Carved Ham, Tacos, Puff Pastry Scrolls, hotdogs and Popcorn. Please add \$4pp for Cheeses. Please add \$7pp for Crab, Prawn and Rocket Rolls.*

Please note your late-night snack selection here:

Supplier contacts

MC Name:
Mobile Number:
Email address if professional MC:

Celebrant/Minister Name:
Mobile Number:
Email address:
Is the portable PA system required:

(If your Celebrant/Minister requires the PA system, please ask them to sign for this in the Book Barn one hour prior to the wedding ceremony)

Florist Name:
Mobile Number:
Email address:
Time of Arrival:
Please write a brief description of your floral arrangements and set up (including ceremony):

(Bump in for installations into the ceiling is from 7.30am and completed by 9.00am, with the tables ready to style from 3.30pm. Access to the gardens for ceremony styling is anytime from 9.00am. All reception tables are clothed in white linen and candle sticks are not allowed unless in a glass cylinder).

Styling can be delivered to the Floral Prep Room after 3.00pm the day prior to your wedding, this is located at the rear of the Book Barn. Please ensure all styling is in boxes with your name and wedding date clearly marked.

Entertainment – DJ or Band (please include both Ceremony and Book Barn suppliers)
Name:
Mobile Number:
Email address:
Time of Arrival:

Styling/Wedding Planner OR friend/family member responsible for setting up name cards, stationery, and decorations (tables will be ready to style from 3.30pm)

Name:

Mobile Number:

Email address:

Any special requirements:

Wedding Cake Name:

Mobile Number:

Email address:

How many tiers is the cake:

When will the cake be delivered:

Photographer Name:

Mobile Number:

Email address:

Videographer Name:

Mobile Number:

Email address:

Please list any additional Supplier details e.g., photo booth, champagne tower, fairy lights:

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Please provide transport details for your guests' departure:
Bus/Shuttle Company:
Phone number:

Bump Out (at conclusion of your reception)

Please provide the name of the supplier and/or family member responsible for packing up the vases and decorations from the reception tables. If your florist has installed flowers/foilage into the beams or chandeliers, they must return at the end of the reception to remove.

All flowers and styling and can be stored in the Floral Prep Room for you to collect from the Book Barn by 10am the following day. Please ensure that all valuables are removed from the property at the conclusion of the reception.

Bump Out Name:

Phone Number:

A friendly reminder: if you have chosen to have candles on tables during your Reception, they must be completely contained in a candle holder. All wax or flame damage to tablecloths will be at the responsibility of the Couple.