



The Stables 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):			

The Stables Wedding Suite

The Wedding Suite is available to use throughout the reception, as well as prior to guests arriving if required.

Will you require The Stables Wedding Suite prior to your Ceremony? Yes/No

Time of arrival:

Who will be utilising the Wedding Suite?

Will you require towels for showering? If so, how many?

Requirements for the afternoon? E.g., beers (how many?), cheese knife:

Wedding Ceremony

Time of onsite wedding ceremony:

Exact location on property benches to be set up:

From where will you make your entrance from? e.g. carpark, cars or inside The Stables:

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:



Post Ceremony Extension *(one hour extension post ceremony, prior to 5hr package commencing)*

Grazing Package	Bendooley Beverage Package	yes/no
	Classic Beverage Package	yes/no

Time:

Power required for band or DJ:

Grazing Package to include one hour of your beverage package, plus Grazing Stations of breads, cured meats, Australian cheeses, house-made chutney, olives, vegetarian tartlets, and an assortment of dips with breads.

Beverages - Reception

5hr Bendooley Beverage Package	yes/no
5hr Classic Beverage Package	yes/no

Bendooley Estate Rose is included in the Bendooley Beverage Package.

All soft drinks, juices, tea, coffee, and James Boags Light are included in both packages.

Please list selections below:

Sparkling Wine – list below: 	White Wine – list below: Bendooley Package (one white) Classic Package (two whites)
Red Wine – list below: Bendooley Package (one red) Classic Package (two reds)	Beer – list below: Bendooley Package (one full strength) Classic Package (two full strength)
Teenagers Beverage Package (13yrs-17yrs) \$25pp, please list the names of the teenagers: 	

FANCY A COCKTAIL DURING THE NIGHT? \$15 pp yes/no

Please list the two cocktails you'd like served unlimited for one hour once the dance floor kicks off:

1.
2.



The Stables 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 Grazing Package.*

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

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 available 5hrs prior to the ceremony commencing, with the tables ready to style from 12.00pm. All reception tables are clothed in white linen only. Candle sticks are not allowed unless in a glass cylinder)

Styling can be delivered to the Floral Prep Room the day prior to your wedding, this is located at the loading dock at the rear of The Stables. Please ensure all styling is in boxes with your name and wedding date clearly marked.

Entertainment – DJ or Band (please include both Ceremony and Reception 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 available to style from 12.00pm)

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 chandeliers, they must return at the end of the reception to remove.

All flowers and styling can be stored in the Floral Prep Room for you to collect from The Stables 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.