



De Courcey's Manor

This checklist has been designed to help with the smooth planning of your wedding day, and will form an essential tool for your final appointment which takes place no later than six weeks before the big day.

You will be required to return the completed wedding checklist to us no later than one week before your final appointment takes place. Please note the wedding checklist will need to be completed IN FULL.

Please feel free to include any further information you have, and should you need any advice, a member of the De Courcey's Manor wedding team will always be available to help.



De Courceys Manor Wedding Checklist	
<u>Pre Wedding Day Information</u>	
Name of Cake supplier and Contact number	
Delivery date of the cake, and will you need a cake stand? If so, is it a round or a square cake?	
Name and contact details for photographer	
Name of Florist and Contact Number (if not De Courceys own)	
Your choice of favours	
Table linen - choice of white or cream	
Colours choices for dressing of external swing	
Chair covers choices and supplier name where relevant	
Any additional information e.g sweet table, harpist, photo booth and chocolate fountain	
<u>Wedding Day Information</u>	
Guest arrival time	
Ceremony time, and location (Church, De Courceys Manor etc)	
Total Guest Numbers for the daytime	
Total adult numbers for the daytime	
Total child numbers for the daytime, to include child ages	
Music for the daytime - we can provide the facility to plug in an iPod. Ceremony song choices if civil ceremony being held at De Courceys Manor	
Reception drink choices	
Canape choices - where relevant	
<u>Wedding Breakfast</u>	
Total number of guest tables for the day, including style of top table	
Number of guests per table - please note we can accommodate up to ten guests per round guest table	
Wedding breakfast food choices including any special dietary requirements. For a choice menu, you are limited to the following - 2 starters including vegetarian choice 3 main dishes including vegetarian choice 2 desserts	

Should you choose a choice menu, choices for each guest MUST be written on the back of their place card, or another appropriate menu card.	
Main courses from the 'De Courceys Roasts' section of the wedding brochure include your own choice of potatoes, and three vegetables to accompany your meal. Please specify which potatoes, and which three vegetables :-	
Childrens meal choices - Children may have the option of a half sized portion of the adult meal or 1 choice of childrens meal.	
Any additonal meals e.g for photographer	
Wine choices, including number of bottles per table	
Toast drink choice	
Total number for Tea, Coffee and petit fours - where relevant	
Time of Speeches and cutting of the wedding cake	
<u>Evening Party Information</u>	
Total Number of Evening Guests (including the day time guests)	
Evening Guest arrival time	
Entertainment - eg band/disco	
Time of first dance and music choice	
Evening buffet choice, and service time (available from 9pm onwards)	
Details of any transport booked for guests	