

Coolibah Downs Private Estate

Final Checklist for your wedding

***Please complete as many details as possible. Should you have any areas of query or concern, feel free to consult our wedding coordinators at weddings@coolibahdowns.com.au**

Name of Bride:

Name of Groom:

Day & Date of Function:

Number of Guests (Incl. Bride & Groom):

Adults # _____ Adolescence (13 – 17 years)# _____ Children (2 – 12 years) # _____ Babies (U/2# _____

Main Contact Person on day/ Mobile: _____

Name of MC to host your Event: _____

Type of Function: Ceremony: Chapel Garden Site: _____ Off Site

Time of ceremony: _____

Reception: Seated Cocktail Off Site

Collection Selected: Customised Infinity Other _____

Accommodation

For security reasons all accommodation should be locked up during the reception. Your key can be left at the bar, and only the people staying in the accommodation will be entitled to use it. A Pre-Authorisation of \$150.00 will be required per building prior to check in and completed Guest Registration Form including Day Stays.

Check-in Time & Day	Check-out Time & Day	No. of Guests
Homestead:		
Barn:		
Twin Unit:		

3x Extra beds available for hire (extra cost): No. Required: Where:

Is the bride dressing in accommodation: Yes No

Special Requirements:

Short stay Accommodation:

For the use of the Homestead, by the bridal party only, to get dressed prior to the ceremony and can be used till departure.

Bridal accommodation required: Yes No

Time of arrival: _____

Transport:

Type of transport Bride arriving to ceremony in (eg. Limo, Horse & carriage, etc):

Coolibah golf buggy to ceremony required: Yes No

Special instructions:

Ceremony

Chapel:

Please make sure that all guests are aware that there is to be *NO confetti or rice used in or around the chapel.*

Freeze-dried rose petals or bubbles may be used.

Pew decorations: White Lilies White Wicker Hearts
 White Kissing Ball Supplying Own

Extra seating:

Extra tables: (\$20each) Number Cloths Skirting Supply Own

Music: *USB not available. CD, mp3/Iphone connection Available. Please test prior to event date!

CD operator / musician: Coolibah Staff (\$55) Guest operating

Special Requirements:

Garden Ceremony:

☑ Please make sure that all guests are aware that there is to be NO confetti or rice used in or around the chapel. Freeze-dried rose petals or bubbles may be used.

Location (Garden Gazebo, Croquet Lawn, Love Tree or Other: _____)

Chair QTY (30 Chairs included additional Tiffany Chairs \$4.40) # _____

Aisle: Red Carpet White Carpet (\$155) Other Hire: _____

Styling: _____

Chair Decorations: Bows Sashes Colour: _____

Garden Gaezbo Decorations: Green Ivy Silk White Roses Silk Red Roses Tulle

Chiffon Draping

*Music: Power socket available, please provide own music/sound system

Special Requirements:

Catering

Please refer to your Wedding Collection for Menu Choices:

Menu Selected: Traditional Buffet Gourmet Buffet Plated

Other special requirements: ie. Vegetarian, Gluten Free – Please detail with name of guests.

Extra Vendor meals to be provided: i.e. Photographer etc. (include in Adult total):

Adolescent: (include in Adult total):

Total Number of Adult meals required:

Total number of children's meals required:

Children: _____

Menu Selection: Chicken Nuggets & Chips Tempura Fish & Chips Buffet

Hors D'oeuvres: Choose 5 from your Canape Menu

- 1.
- 2.
- 3.
- 4.
- 5.

Plated Menu Selection: Choose 2 Mains

- 1.
- 2.

Desserts selected: (One selected dessert per 15 guests)

Wedding Cake Instructions: *example (3 Tier Cake / Save top tier / Slice 1/2 of other tiers & serve on dessert buffet.)*

Breakfast or Room Service Meals Required: Please see attached Menu – Pre order required no later than two days prior to event. Charges will be made via Credit Card Debit Authorisation.

Guests #: _____ Time of Service: _____

Marquee Setup / Reception Styling

A FLOOR PLAN WILL BE EMAILED ONCE NUMBER OF GUEST TABLES HAS BEEN CONFIRMED

Number of guests to be seated at Bridal Table (Inc. bride and groom):# _____

Number of Guest Tables: (Seat min. 8-10 per table): # _____

Please email a copy of your seating list no later than 30 days prior to your wedding date including where all special dietary requirements and children are seated – Please see attached Seating arrangement chart.

Styling: Coolibah Downs External Company _____

A Bump in & Bump Out time will be confirmed by Coolibah Downs and listed on event order once Checklist has been received

Bridal table centerpieces:

No. of Tea Lights:

Mirror Runner Sash Runner Crystal Scatters
 White Chiffon Black Chiffon Fairy Lights: Yes No

C/D Centerpieces / Description:

Providing Own: Yes Description: _____

Guest table centerpieces:

Circular mirror Black Overlay Crystal Scatters
 Runner, Colour: _____ No. of Tea Lights: _____

C/D Centerpieces / Description:

Providing Own: Yes Description: _____

Chair covers: White Black No Chair Covers

Chair Sashes:

Bows Sashes Colour: _____
 Providing Own

Silver Glitter buckles on chair sash: Yes No

Cake table: White Chiffon Black Chiffon Fairy Lights: Yes No

Gift table: White Chiffon Black Chiffon Wine Barrell Fairy Lights: Yes No

DJ table required: Yes No

Wishing well: C/D Timber Wishing White Bird Cage
 Providing Own None

Table plan / seating arrangement provided: Yes No

C/D Easel

Place cards to be set up by: C/D Bride:

Place cards will need to be grouped into individual tables and in order for Coolibah Downs Staff to set up. These must be delivered 2 days prior to event OR additional charges may apply.

Bonbonnieres to be set up by: C/D

☑Bride: Item description & Setup Instructions:

Cake knife: C/D Provide Own

Table Numbers: C/D Provide Own

Dancefloor Location: Near DJ Table (Right Hand Corner of Marquee) In front of Bridal

Napkin Fold: Opera House Flat Napkin Fold Pocket Fold Other

Lolly Buffet: Yes No Bride supply own Lolly Buffet

Clothed and Skirted Trestle: C/D (\$20 Fee) Bride supply own

Hire of Jars: C/D (\$132/6 Jars) Provide Own

Special Requirements:

High Chairs: (Max. of 3 Available) _____

Contacts:

Celebrant & Contact Details: _____

Photographer/Company & Contact Details: _____

Do you allow permission for Coolibah Downs to take photos and use your photos for advertisement: Yes No

Videographer/Company & Contact Details: _____

Photo booth/Company & Contact Details: _____

NB: Please make sure your photographer and/or videographer is aware of the times planned for the day and that they are happy to work with them. Also that chapel ceremonies with no reception are limited to the chapel side of the bridge only.

Cake Decorator/Company & Contact Details: _____

Florist/Company & Contact Details: _____

Stylist/Company & Contact Details: _____

Other Suppliers & Contact Details: _____

Entertainment

At Ceremony:

Type of entertainment/ Contact Details: i.e. String Quartet

In House PA system (Chapel Only): No Yes

Providing own PA system (Garden Site): No Yes

At Reception:

*Music will strictly finish at 10.00pm for Sunday to Thursday Functions and at 11.00pm for Friday and Saturday functions.

*C/D have sound level requirements and a sound contract must be signed by all DJ's, Musicians, Vocalists and Bands prior to the function.

C/D In-house DJ: Yes No

Other: Type: i.e. Band, DJ:

Company Name _____ Contact Name _____

Sound contract signed: Yes No

Clothed & Skirted Trestle Required: Yes No

C/D In-house PA System: Yes No Name of Guest to operate:

A small table and AUX cable will be provided to connect to Marquee Speaker

Options for music outside of booking times:

Special Requirements:

Beverages

Please note that all bar tabs must be prepaid with final payment due (14) working days prior to event. If no bar tab is arranged prior with payment; drinks must be purchased with eftpos or cash at the time of ordering.

Bar tab for bridal party: Yes No

Amount \$ _____

Drink Selections: i.e. Include Spirits, Corona etc.

Bar tab for guests: Yes No

Amount \$ _____

Drink Selections for Guest Tab: i.e. Include Spirits, Corona etc.

If no beverage package selected a minimum spend of \$1600 applies

4 hour drinks package: Standard Premium

Start at: _____ End at: _____

Extension to package: Yes No How Many Hours:

(\$11.00 per person per hour.)

Instructions for when Drinks Package finishes:

Bar Tab Cash Bar (Guest to purchase own drinks)

Special requirements:

Timing: Please see attached Example times

Guest arrival at Chapel/Garden: _____

Ceremony: _____

Guest congratulations & Photos: _____

Hors D'oeuvres served: _____

Bar to be opened: _____

Entertainment to start: _____

Guests to be seated: _____

Drinks package to start: _____

Bridal party to enter: _____

Grace to be said by: _____

Mains served: _____

Speeches: _____

Cake cutting instructions: _____

Bridal Waltz: _____

Cake to be served: _____

Dessert, Tea & Coffee: _____

Dancing: _____

Drinks package to finish: _____

Entertainment to finish: _____

Bouquet and Garter: Y / N Circle of Friends: Y / N Archway of farewell: Y / N

Bride and Groom to depart: _____

Guests to depart: _____

NOTE: We allow 30 minutes for guest departure (By 11.30pm Friday & Saturday evenings and by 10.30pm)

Sunday – Thursday evenings). If guests have not departed the property by this time a fee will be incurred to the Bride and Groom of \$250. Exceptions do apply to accounted for Guests staying in the Accommodation. For guests waiting for taxi or bus services the main collection point is at the Front Gate of the property. 30 minutes after the departure time our Front Gates will close and will reopen the next business day.

Special requests:

- ✓ The above covers all aspects of our requirements for our Ceremony and Reception with Coolibah Downs Private Estate.
- ✓ The information agreed to in this document will be used to calculate a final quote.
- ✓ Any changes made after this date will affect this quote and will need to be treated as extras and paid for as such.
- ✓ Payment in full is required (14) working days prior to your function and may be made by cash, bank cheque, or credit card. Personal cheques will only be accepted up to 14 days prior to the function to allow for clearance times.
- ✓ Any changes/extras, which require further payments, after the final payment has been received, will need to be paid for at the time of the request for such changes.
- ✓ No changes are to be made within 14 days of any function (including final numbers, decorations, timings etc).
- ✓ No refund will be provided for any guest cancellations within 14 working days of function.
- ✓ Due to health and safety regulations no food can leave the premises only for the exception of celebration cake bought in by the client.
- ✓ Coolibah Downs accepts no responsibility for items left behind after a function. Any item left must be collected within 5 days after which time it will be deemed rubbish.

Prepared by: _____ Date: _____

- ✓ We the undersigned agree that the details contained in this final check sheet are correct. We acknowledge and accept that any further requirements subsequent to the date of this final check sheet will be treated as extra and will be paid for by us if required.

Bride: _____ **Date:** / /

Groom: _____ **Date:** / /

Organiser: _____ **Date:** / /

To ensure your wedding day is well organized and runs smoothly we require this checklist within the next 30 days.

Please Print and Email your final copy to our events department:
weddings@coolibahdowns.com.au

*Thank you from the Team at
Coolibah Downs Private Estate*



 Like us on Facebook

 Follow us on Instagram