

Sample Mid Week Wedding-Run Sheet

JOHN & JANE SMITH Wedding Run Sheet (Wedding Itinerary)	
TIME	ACTIVITY
Day 1	
2.00pm	Arrive on site at KVBR
2.00pm – 6.00pm	Set up hall and pergola – out of bounds area for guests
2.00pm – 6.00pm	Allocate 10 minutes during this time for the bride, groom and nominated Responsible Person /People to meet with the managers at the reception hall – this is mandatory
6.00pm – 7.00pm	Prep for dinner – BBQ to be served at al fresco area
7.00pm – 8.00pm	BBQ and dinner
8.00pm - late	Fire pit
Day 2	
7.00am – 8.00am	Breakfast – guests to self-cater or catered by Caterina
9.00am – 11.00am	Team to finish set up in hall/pergola/deck and cathedral
9.00am – 1.00pm	Bridal party getting ready – cabin 8
12.00pm – 1.00pm	Grooms party to get ready – cabin 9
1:00pm	Guests to proceed to cathedral
1.30pm	Ceremony
1.30pm	Guitarist to set up at the Sunset Deck
2.00pm – 4.00pm	Drinks and canapés at the Sunset Deck
2.00pm – 3.00pm	Photos for bridal party
3.00pm	Bridal party join guests at Sunset Deck
3.00pm	Band set up at hall
4.00pm – 4.30pm	Guest to make their way to reception hall
5.00pm – 7:30pm	Band to play background music
4.30pm – 4.40pm	Guests seated and announce arrival of bridal party
4.40pm- 5:00pm	2 speeches
5.00pm – 6.00pm	Dinner served
6.00pm – 6.30pm	Dinner cleared and more speeches
6.30pm – 7.00pm	Cut the cake & dessert served
7.00pm- 7:30pm	Dessert cleared & first dance
7.30pm – 10.00pm	Band and dancing
10.00pm	Band to finish. Photographer signs off
10.00pm – late	Guests who wish to stay up to proceed to fire pit. Acoustic guitar only
8.00pm – 8.30pm	Cut the cake & dessert served
8.30pm	Dessert cleared & first dance
8.30pm – 12.00am	Band and Dancing
12.00am	Band to finish. Photographer signs off
12.00am – late	Guests who wish to stay up to proceed to fire pit. Acoustic guitar played by Sam
Day 3	
9.30am – 10.30am	Brunch served by Caterina in reception hall
10.30am – 2.00pm	Goodbyes. Pack down – hall/cathedral/deck/boma. Meet with managers to ensure property is left in satisfactory state
2.00pm	Check out

Sample Winter Weekend Wedding - Run Sheet

JOHN & JANE SMITH Wedding Run Sheet (Wedding Itinerary)	
TIME	ACTIVITY
Day 1	
2.00pm	Arrive on site at KVBR
2.00pm – 6.00pm	Set up hall and pergola – out of bounds area for guests
2.00pm – 6.00pm	Allocate 10 minutes during this time for the bride, groom and nominated Responsible Person /People to meet with the managers at the reception hall – this is mandatory
6.00pm – 7.00pm	Prep for dinner – BBQ to be served in Guest Lodge
7.00pm – 8.00pm	BBQ and dinner
8.00pm - late	Fire pit
Day 2	
7.00am – 8.00am	Breakfast – guests to self-cater or catered by Caterina
9.00am – 11.00am	Team to finish set up in hall/pergola/deck and cathedral
9.00am – 1.45pm	Bridal party getting ready – cabin 8
12.00pm – 1.30pm	Grooms party to get ready – cabin 9
1:45pm	Guests to proceed to cathedral
2.00pm	Ceremony
2.00pm	Guitarist to set up at the Sunset Deck
3.00pm – 4.30pm	Drinks and canapés at the Sunset Deck
3.00pm – 4.00pm	Photos for bridal party
4.00pm	Bridal party join guests at Sunset Deck
4.00pm	Band set up at hall
4.30pm – 5.00pm	Guest to make their way to reception hall
5.30pm – 7:30pm	Band to play background music
5.00pm – 5.15pm	Guests seated and announce arrival of bridal party
5.15pm- 5:45pm	2 speeches
5.45pm – 6.45pm	Dinner served
6.45pm – 7.30pm	Dinner cleared and more speeches
7.30pm – 8.00pm	Cut the cake & dessert served
8.00pm- 8:30pm	Dessert cleared & first dance
8.30pm – 12.00am	Band and Dancing
12.00am	Band to finish. Photographer signs off
12.00am – late	Guests who wish to stay up to proceed to fire pit. Acoustic guitar only
Day 3	
9.30am – 10.30am	Brunch served by Caterina in reception hall
10.30am – 2.00pm	Goodbyes. Pack down – hall/cathedral/deck/boma. Meet with managers to ensure property is left in satisfactory state
2.00pm	Check out

Sample Summer Weekend Wedding-Run Sheet

JOHN & JANE SMITH Wedding Run Sheet (Wedding Itinerary)	
TIME	ACTIVITY
Day 1	
2.00pm	Arrive on site at KVBR
2.00pm – 6.00pm	Set up hall and pergola – out of bounds area for guests
2.00pm – 6.00pm	Allocate 10 minutes during this time for the bride, groom and nominated Responsible Person /People to meet with the managers at the reception hall – this is mandatory
6.00pm – 7.00pm	Prep for dinner – BBQ to be served at al fresco area
7.00pm – 8.00pm	BBQ and dinner
8.00pm - late	Fire pit
Day 2	
7.00am – 8.00am	Breakfast – guests to self-cater or catered by Caterina
9.00am – 11.00am	Team to finish set up in hall/pergola/deck and cathedral
9.00am – 2.45pm	Bridal party getting ready – cabin 8
1.00pm – 2.30pm	Grooms party to get ready – cabin 9
2:45pm	Guests to proceed to cathedral
3.00pm	Ceremony
3.00pm	Guitarist to set up at the Sunset Deck
4.00pm – 5.30pm	Drinks and canapés at the Sunset Deck
4.00pm – 5.00pm	Photos for bridal party
5.00pm	Bridal party joins guests at Sunset Deck
5.00pm	Band set up at hall (play background music 6.30pm – 8.00pm)
5.30pm – 6.00pm	Guest make their way down to the reception hall
6.00pm	Guests seated
6.00pm – 6.10pm	Announce arrival of bridal party
6.10pm – 6:30pm	2 speeches
6.30pm – 7.30pm	Dinner served
7.30pm – 8.00pm	Dinner cleared and more speeches
8.00pm – 8.30pm	Cut the cake & dessert served
8.30pm	Dessert cleared & first dance
8.30pm – 12.00am	Band and dancing
12.00am	Band to finish. Photographer signs off
12.00am – late	Guests who wish to stay up to proceed to fire pit. Acoustic guitar only
8.00pm – 8.30pm	Cut the cake & dessert served
8.30pm	Dessert cleared & first dance
8.30pm – 12.00am	Band and Dancing
12.00am	Band to finish. Photographer signs off
12.00am – late	Guests who wish to stay up to proceed to fire pit. Acoustic guitar played by Sam
Day 3	
9.30am – 10.30am	Brunch served by Caterina in reception hall
10.30am – 2.00pm	Goodbyes. Pack down – hall/cathedral/deck/boma. Meet with managers to ensure property is left in satisfactory state
2.00pm	Check out