

SUGGESTED RUN SHEET – SHARE PLATES/BUFFET

Time	Item	Notes
1.30pm	Guests arrive on site Groom arrives on site with groomsmen	Chilled water will be available for guests
1.50pm	Guests move to ceremony area	Officiant begin housekeeping
1.55pm	Bride arrives	
2.00pm	Ceremony commences	Most ceremonies go for around 20-30min
2.30pm	Ceremony concludes	Confetti shower – if applicable
2.40pm	Group photo	Guests congratulate couple Step ladder provided for photographer
2.45pm	Pre-reception area open	Catering served Bar opens – beverage package commences Bridal party photos commence
4.45pm	Braeside staff begin to move guests to marquee for reception	Candles will be lit Chilled water pre-poured
5.15pm	Reception commences	MC to announce housekeeping
5.25pm	Bridal party enter marquee	Announced by MC
5.30pm	Speeches	2x speeches just before dinner service Speaker 1: Speaker 2:
5.50pm	Entertainment commences	Preparation for dinner service
6.00pm	Catering served	Catering company will serve all meals to tables
6.40pm	Catering items cleared	Catering company will collect all used plates
6.50pm	Speeches or a game ran by MC	Speaker 3: Speaker 4:
7.00pm	Cake cutting	Cake will be taken to caterer to be cut and served if pre-arranged
7.05pm	First Dance	Lights will be dimmed by Braeside staff
7.10pm	Father daughter dance/Mother son dance	If applicable
7.15pm	Dancefloor open	
7.30pm	Wedding cake/Dessert served	
9.00pm	Garter toss	If applicable
9.10pm	Bouquet toss	If applicable
9.45pm	Sparkler send off	If applicable
10pm	Function concludes	
10.05pm	Collection of personal belongings	
10.30pm	All guests to have departed	