

## SUGGESTED RUN SHEET – SHARE PLATES/BUFFET

Time	Item	Notes
2.30pm	Guests arrive on site Groom arrives on site with groomsmen	Chilled water will be available for guests
2.50pm	Guests move to ceremony area	Officiant begin housekeeping
2.55pm	Bride arrives	
3.00pm	Ceremony commences	Most ceremonies go for around 20-30min
3.30pm	Ceremony concludes	Confetti shower – if applicable
3.40pm	Group photo	Guests congratulate couple Step ladder provided for photographer
3.45pm	Pre-reception area open	Catering served Bar opens (bar tab commences if applicable) Bridal party photos commence
5.00pm	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
5.20pm	Bridal party enter marquee	Announced by MC
5.30pm	Speeches	2x speeches just before dinner service Speaker 1: Speaker 2: Speaker 3:
5.55pm	Entertainment commences	Preparation for meal service
6.00pm	Catering served	Catering company will serve all meals to tables
6.45pm	Catering items cleared	Catering company will collect all used plates
6.50pm	Speeches or a game ran by MC	Speaker 4: Speaker 5:
7.05pm	Cake cutting	Cake will be taken to caterer to be cut and served if pre-arranged
7.10pm	First Dance	Lights will be dimmed by Braeside staff
7.15pm	Father daughter dance/Mother son dance	If applicable
7.20pm	Dancefloor open	
7.25pm	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	