

## SUGGESTED RUN SHEET – COCKTAIL

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 – beverage package commences/guests able to purchase beverages Bridal party photos commence
5.15pm	Braeside staff begin to move guests to marquee for reception	Candles will be lit Chilled water available
5.30pm	Reception commences	MC to announce housekeeping
5.35pm	Bridal party enter marquee	Announced by MC
5.40pm	First Dance	Lights will be dimmed by Braeside staff This is good as it kicks off the night and dancing straight away
5.50pm	First round of catering served	Catering company will serve all meals to guests
6.20pm	Speeches or a game ran by MC	Speaker 1: Speaker 2:
6.40pm	Catering service continues	Catering company will serve all meals to tables
7.00pm	Speeches or a game ran by MC	Speaker 5: Speaker 6:
7.15pm	Cake cutting	Cake will be taken to caterer to be cut and served if pre-arranged
7.20pm	Father daughter dance/Mother son dance	If applicable
8.00pm	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	