

THE FINAL DETAILS  
BEFORE YOU SAY

*"I Do"*



DUNKELD

HOUSE HOTEL

DATE OF WEDDING: .....

COUPLE NAMES: .....

BRIDE'S PARENTS: .....

GROOM'S PARENTS: .....

BEST MAN: .....

USHERS: .....

MAID OF HONOUR: .....

BRIDESMAIDS: .....

FLOWER GIRLS / PAGEBOYS: .....

DAY GUESTS:            ADULTS:            KIDS 12-18:            KIDS 5-11:            UNDER 4S:

EVENING GUESTS: *Excluding Day Guests Numbers* .....

*COUPLE ARRIVAL*  
*PRE-WEDDING*

DATE:                      TIME TO MEET COORDINATOR:

BRIDAL PREP SPACE MORNING OF WEDDING:

BRIDAL BREAKFAST:

GROOMS BREAKFAST:

<i>WEDDING CEREMONY</i>		
TIMINGS	Start time: Finish time:	
CEREMONY LOCATION <i>If offsite, please state</i>	First Choice: Second Choice:	
RESERVED SEATING	YES / NO	Details ( <i>Who, how many, who will set out</i> ):
PIPER REQUIREMENTS <i>Please state</i>		
CEREMONY MUSIC	Live Music	Piper
1. Guest Arrival	1.	1.
2. Brides Entrance	2.	2.
3. Signing Register ( <i>x3 if playlist</i> )	3.	3.
4. Exit	4.	4.
ITEMS TO BE MOVED FROM CEREMONY		
CONFETTI SHOT	YES / NO and Location	

DRINKS RECEPTION		
LOCATION	First choice:	Second choice:
TIMINGS	Start:	Finish:
CANAPÉS	Options 1. 2. 3.	Dietaries
DRINKS Please specify allocations i.e 50/50 Prosecco Beer	Alcohol:  % Prosecco and      % Beer	Soft Drink: Apple and Orange juice
MUSIC	Live Musician, Playlist or Other –	

SPEECHES		
LOCATION	First choice: Marquee	
TOAST DRINK	Prosecco <i>Soft Drinks will be provided to anyone who doesn't not wish to have alcohol or children –Please mark on Table Plans</i>	
INTRODUCED AS <i>(e.g. Mr and Mrs surname or Bride, Groom...)</i>		
ORDER OF SPEECHES	Order 1. 2. 3.	Special Requirements i.e. Projector
PA SYSTEM & MICROPHONE	YES / NO	
GIFTS FOR SPEECHES	YES / NO <i>Description e.g Bouquet for Bride's mother</i>	

WEDDING BREAKFAST <i>Served with half bottle red or white per person</i>			
ADULT MEAL	STARTER	MAIN	DESSERT
1ST OPTION			
2ND OPTION <i>(additional supplement)</i>			
VEGETARIAN OPTION			
KIDS MEAL			
MUSIC FOR DURING MEAL <i>Playlist or Live Musician:</i>		ITEMS TO BE MOVED DURING COMFORT BREAK FOR EVENING:	

## EVENING RECEPTION

BAND OR DJ

Name:

Arrival Time:

Additional Setup Requirements:

## EVENING GUESTS

Arrival Time:

Additional chair / tables required:

## CAKE CUTTING & FIRST DANCE

Allocated time: 20:00

Additional Requirements:

## EVENING BUFFET

Allocated time: 21:30

Choice:

## FINAL ORDERS

*Last orders called at 23.45pm in the marquee – Bar in the main hotel will be open for guests to move to at midnight.*

END OF EVENING

*Marquee will close at midnight – all guests will move to the main hotel to retire to their rooms or the main bar*

## SUPPLIER INFORMATION

Please list ALL of your suppliers, their requirements from the hotel and if they are to receive a supplier meal that you will pay for.

SET UP INFORMATION	
DHH - EASEL USE	YES / NO
TABLE NAME/NUMBERS <i>If desired must be provided by bride and groom</i>	YES / NO
PLACE CARDS <i>If desired must be provided by bride and groom</i>	YES / NO
WEDDING BREAKFAST MENU <i>If desired must be provided by bride and groom</i>	YES / NO
WEDDING FAVOURS <i>If desired must be provided by bride and groom</i>	YES / NO
POST BOX <i>If desired must be provided by bride and groom and must be taken to the honeymoon suite upon event finish time.</i>	YES / NO
GUEST BOOK <i>If desired must be provided by bride and groom and must be taken to the honeymoon suite upon event finish time.</i>	YES / NO
ADDITIONAL TABLES <i>e.g. sweet tables or memory table</i>	

DINNER RESERVATIONS NIGHT BEFORE WEDDING			
Any groups of 8 or more require pre-order. All tables must be booked in advance. Times are requested and will be communicated with best availabilities given. We advise you inform your guests to arrive 15 minutes before table booking.			
MAIN RESTAURANT OR PRIVATE DINING?	MENU TYPE E.G. 3 Course or Buffet	TIME	NUMBERS

ACCOMMODATION
ADDITIONAL ROOMS CHARGED TO WEDDING COUPLE <i>Not Including Bridal Suite</i> <i>e.g. Mother of the Bride Susan Smith 2 nights inc Dinner</i>
Empty space for additional accommodation details

ACCOMMODATION DETAILS

*If you are planning to stay in the Birnam Suite the night before, please let us know how many people will be in the suite. There is a maximum of two people. In addition, how many people will stay in the secondary couple?*

ROOMS	NUMBER OF PEOPLE	PRICE
BIRNAM SUITE		
SECONDARY COUPLE ROOM <small>(if you are staying apart the night before the wedding and this additional room is to be charged on your final balance)</small>		

ARE THERE ANY BAGS TO BE MOVED TO OR FROM THE BRIDAL SUITE, IF SO PLEASE SPECIFY:

EXTRA INFORMATION AND DETAILS YOU THINK WE SHOULD BE AWARE OF: