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| **Your Big Day Planner**Please fill in the day planner form as your big day begins tocome to life, and bring it with you to your meetings with your Wedding Coordinator. This will help your big day go as smoothly as possible, and to ensure you can relax in the knowledge that all is in hand. Please aim to have this form completed 12 weeks prior to the wedding date. |
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| **Brides Name** |  |
| **Grooms Name** |  |
| **Date of Wedding** (including day of the week) |  |
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| Who would you like to be our point of contact on the day? (Ideally neither of the wedding couple) |  |
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| **Daytime Numbers:** |  |
| Total combined number of guests |  |
| Total Number of Adults |  |
| Total Number of Children |  |
| Total Number of Infants (not eating) |  |
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| **Arrival Information** |
| Bride – Time of arrival before the ceremony/Straight from the church? |  |
| Groom - Time of arrival before the ceremony/Straight from the church? |  |
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| **Items being delivered before the wedding**Will you be delivering any of the following items the day before your wedding?(Name Cards, Table Plan, Menu Cards. Centrepieces, Favours, Thank you gifts, Post Box, Guest Book, any other items?)What day/time will these be delivered? |  |
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| **Civil Ceremony or Church Ceremony** |
| Location of ceremony: |  |
| Time: |  |
| Music (live music or MP3): |  |
| Are you having any live entertainment/music during your ceremony? |  |
| Are you having chair covers for the ceremony? If so who is the provider? |  |
| Are you having flowers? If so who is providing the flowers/name of florist |  |
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| **Reception Drinks** |  |
| Time of reception drinks: |  |
| Arrival drink choice: |  |
| Upgraded to include Canapes – please advise us of your menu selection: | 1.2.3. |
| Entertainment for Reception Drinks – live Music or MP3/Background music? |  |
| Would you like a bar facility available or upgrade to a stocked Bar facility? |  |
| Additional Information for Reception drinks? |  |
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| **Wedding Breakfast** |
| How will you be displaying your Table Plan? Do you require Twycross Zoo to supply an easel to display? |  |
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| **Wedding Cake** |
| Do you require our cake stand? Would you like our cake knife? |  |
| What time would you like your cake to be cut/photographs? |  |
| What time would you like us to serve your cake? (With evening buffet etc?) |  |
| Would you like any tiers of your cake saved to take home with you? |  |
| **Location of Wedding Breakfast** |
| Time of sit down: |  |
| Time of service: |  |
| Would you like a long top table or a round top table? How many people will your top table be seating? |  |
| Table layout – how many round tables do you require? (We recommend 8-10 people per round table with a maximum of 11) |  |
| Would you like to have a receiving line before going into dinner? Who will be taking part in the receiving line? |  |
| What would you like to be introduced into the room as? (e.g. Mr and Mrs, The Bride and Groom) |  |
| What will you be providing as your favours for guests? |  |
| Will you be providing chair covers for the Wedding Breakfast? And when will the covers be collected post wedding event? |  |
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| **Menus** |
| Are you having the Twycross Zoo set menu? |  |
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| Number of Adults: |  |
| Chosen Adults menu | Starter;Main;Dessert; |
| Do you have any guests with dietary requirements? |  |
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| Number of vegetarians |  |
| Adults Vegetarian Menu | Starter;Main Course;Dessert; |
| Number of Children: |  |
| 2- Course Children’s Menu | Main;Dessert; |
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| **Drinks during your Wedding Breakfast** |
| Would you like jugs of ice water on the tables or would you prefer bottled mineral water? Upgrade to bottled water |  |
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| Any wine being provided during the wedding breakfast?What are your wine choices? | Red:White:Rose: |
| Toast drink during speeches being provided: |  |
| **Speeches** |
| Time of speeches? Before or after the meal? |  |
| Who is doing a speech and in what order? | 1.2.3.4. |
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| Any background music or entertainment during dinner? |  |
| Any additional information for your wedding breakfast? |  |
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| **Evening Reception** |
| Location for evening reception: |  |
| Time of evening guests arrival: |  |
| Are you providing an arrival drink for evening guests? |  |
| Where will presents be kept? Will all gifts be taken on the wedding day? |  |
| What entertainment is being supplied for the evening? (Band/DJ) |  |
| Are you providing any additional entertainment such as photo booths, sweet carts, casino tables, magician |  |
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| **Evening Buffet** |
| Number of Evening Guests: | Adults: Children: |
| Buffet choice menu: |  |
| Number to cater evening buffet for: |  |
| What time would you like your evening buffet served? |  |
| Do you have any evening dietary requirements? |  |
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| Additional Information regarding you evening reception |  |
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| **Supplier Information** |
| What are they supplying? | Name of Supplier and contact details | Arrival Times |
| Cake |  |  |
| Florist |  |  |
| Photographer |  |  |
| Videographer |  |  |
| DJ/Band(PAT certificates and Public Liability Insurance required) |  |  |
| Chair Covers/Venue dressers |  |  |
| Photo Booth |  |  |
| Ceremony Music |  |  |

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| Do you require any refreshments/food for any of your wedding suppliers? |  |