

THE NUPTIAL COLLECTIVE

Timeline
Primary
Katie & James
22 December 2023

FRIDAY, 22 DECEMBER

LOCATIONS

Groom getting ready: The Farmhouse at Meletos (hotel room)

Bride getting ready: The Day Room at the Farmhouse at Meletos

Ceremony: The Chapel

Canapés: The Diary

Reception: The Barn

SUPPLIER TIMES

Photography - Lost in Love 10 hour package

Videography- Ryan Adams 8 hour package

Ceremony entertainment- Tobi Tobi (ceremony only) - Stones to provide background music for canapes

Reception entertainment- Unplugged Entertainment, DJ Emerald x 5 hours

1:00 pm Photographer & videographer to capture groom prep
Location: The Farmhouse at Meletos from 1pm

2:00 pm Bump in: delivery of hire items (if any)

- 135 x Director Chairs

2:00 pm Styling and set up: canapé area
Floral:

- 1 x Bar arrangement

2:00 pm Styling and set up: ceremony area
Venue:

- Guest chairs
- Signing table
- Signing chairs

The Nuptial Collective:

- Reserved seating cards
- 1 x Welcome signage
- 1 x Signage holder

Floral:

- Ceremony backdrop arrangement
- Entrance arrangement
- Signing area arrangement
- Petal toss & cones

2:00 pm

Bump in: Florals

2:00 pm

Photographer & videographer to capture bride prep
Location: The Dayroom at the Farmhouse at Meletos from 2pm

2:00 pm

Styling and set up: reception area

Venue:

- Table
- Linen
- Napkins
- Dinnerware
- Cutlery
- Glassware

The Nuptial Collective:

- Seating chart
- Bar menu
- Menus
- Place cards
- Candles & candle holders

Floral:

- Tablescape arrangements
- Bar arrangement - repurpose of dairy bar arrangement
- Bridal table arrangement - repurpose of ceremony florals behind bride and groom

Bride/groom:

- Sparklers for exit
- 2 x polaroid cameras, polaroid print paper, pens and box as our guestbook for people to take photos and write us a message.

3:00 pm

Ceremony supplier bump in and sound check

Location: Chapel

- Celebrant
- Ceremony entertainment - Tobi Tobi

3:45 pm

Photographer & videographer to capture styling photography before guests arrival

Location: Barn & Chapel

3:45 pm

Groom and groomsmen ceremony arrival

If I am a guest, seated at the ceremony, looking at the bride & groom at the end of the aisle- would you prefer the groom on the left of right?

Will the bridal party be standing or seated?

Groom will be on the lefthand side. Bridal parties will be standing on either side.

Request, however, that respective families are on opposite sides to the bride and groom e.g., Bride's family are on left hand side so they can see Bride better at a diagonal and Groom's on right hand side.

Brief groom and groomsmen:

- Outline the plan for the ceremony
- Assist with buttonholes
- Check who has the rings

Order from groom outwards-

1. Groom: James Alexander
2. Best man: Langdon Wilson (rings)
3. Groomsmen: William Alexander
4. Groomsmen: Alec Nicholson

4:00 pm

Guests to arrive

4:05 pm

Car to collect bride

Location: The Farmhouse at Meletos

4:10 pm

Seat guests for ceremony

Ensure seats are reserved for important guests.

Please outline full names of guests you wish to reserve seats for (keeping in mind approx 5 people will fit on each side of the aisle per row):

- Bride's side (from aisle outwards)-
 - Row 1 - Sue Heine (parent), Graeme Heine (parent), Kaye McMillan, Bruce Findlay & Deb Tulloch
 - Row 2 - Liz Hoyle, Dave Hoyle, Annie Morgan-Payler, Scott Findlay, Vicki Ripper & Sue Findlay
- Groom's side (from aisle outwards)-
 - Row 1 - Michael Alexander (parent), Kylie Gulliver (partner of parent), Kate Alexander, Zoe Spurway, Roy Spurway
 - Row 2 - Anthony Brooks, Caron Brooks, Daniel Brooks, Courtney Smith, John Brooks

4:10 pm

Bride, parents of the bride & bridesmaids arrival

Brief bride, parents of the bride and bridesmaids:

- Outline ceremony plan
- Order bridesmaids and position bouquet hold
- Fix veil
- Instruct person walking bride down the aisle re veil

4:15 pm

Ceremony commences

Celebrant to welcome guests

Bridesmaid aisle song (if any)- N/A - we are all walking down to the same song
Aisle song- Can't help falling in love - Elvis

Order of procession:

1. Bridesmaid: Jessica White
2. Bridesmaid: Lisa Czyczelis
3. Man of honour: Cameron Heine (will walk Sue Heine, mother of bride down the aisle also)
4. Bride and person walking bride down aisle (if any): Katie Heine and Graeme Heine (father of bride)

Signing song- Everywhere - Fleetwood Mac & Higher Love - James Vincent McMorrow (if second song needed)

Ceremony exit song- You've got the love - Florence and the Machine

4:30 pm	Reception entertainment bump in and sound check Unplugged Entertainment
4:45 pm	Ceremony concludes <ul style="list-style-type: none">• Petal toss
4:50 pm	Photography & videography Location: Stones of the Yarra Valley <ul style="list-style-type: none">• Immediate family• Bridal party• Bride & groom
5:00 pm	Canapé hour Guests to enjoy drinks and canapés
5:40 pm	Take bride and groom to see reception space Bring bridal party, prep for entrances
5:45 pm	Guests invited to be seated for reception Bride and groom guided to area for their entrance
6:00 pm	MC to welcome guests MC: David Lawrence (family friend). E: david@laughingmatters.com.au M: 0411606697 Welcome & housekeeping: <ul style="list-style-type: none">• Welcome guests• Housekeeping: bathrooms, smoking, etc. Introductions: <ul style="list-style-type: none">• Groomsmen & Bridesmaids together: Let's Get Loud - JLo• Bride & groom- Signed, Sealed, Delivered - Stevie Wonder

- 6:15 pm Champagne Tower
 Provided by Stones
 Immediately after Bride & Groom entry they will pour from champagne tower
- 6:20 pm Entree served
- 6:50 pm Entree cleared
- 7:00 pm MC to welcome first round of speeches
 Speeches:
 Speech 1 - Sue & Graeme Heine (parents of Bride) - max 10 minutes between the two of them
 Speech 2 - Michael Alexander & William Alexander (father and brother of Groom) - max 10 minutes between the two of them
- 7:20 pm Mains served
- 7:40 pm Photographer/videographer: sunset photos
- 8:05 pm Mains cleared
- 8:05 pm MC to introduce speeches
 Speech 3- Langdon Wilson (best man) - 5-7 minutes max
 Speech 4- Cameron Heine (man of honour) - 5-7 minutes max
 Bride/groom speech
- 8:30 pm MC: first dance followed by dancing
 Song: When you say nothing at all - Ronan Keating (first dance goes for approx. first 1.5 minutes of song.
 After applause, DJ to move into 'All the small things' - Blink 182 as dancefloor open song
- 8:30 pm Roaming desserts served
- 8:45 pm Bride to change into second dress after first dance
- 10:30 pm Florist to repurpose flowers for guests
- 10:45 pm MC: Last song
 Song: Final dancefloor song is Mr Brightside - The Killers
- 10:50 pm MC: Farewell
 Ask everyone to form two lines for the Bride and Groom to run out through Sparkler exit

11:00 pm Conclusion of the event

11:00 pm Buses to collect Guests

11:15 pm Bump out

The Nuptial Collective:

- Please assign a responsible person for us to give any gifts/cards to at the conclusion of your event: Sue Heine (MOB) 0413 055 360
- We would like to keep a copy of our menus and the welcome sign + table numbers with locations on them.
- We will take the 2 x signing table florals, 4 x table setting florals and the 2 x french urns with the smaller urn of flowers kept (the larger overflowing flowers can be disposed of). These are all to be stored overnight with Stones for us to collect in the morning. Anything else left can be disposed of.
- Will either of you be changing your surnames? Yes, Katie to Katie Alexander

Supplier bump out:

- 135 x Director Chairs

Nuptial Collective bump out:

- Candle holders