



PANORAMA HOUSE WEDDING CHECKLIST

ON BOOKING YOUR WEDDING

- Now that you have booked your reception with us, the next step will be to confirm your ceremony (if you haven't done so already) whether it be in a church, at the beach, in a park, or here with us at Panorama House. If you are having your ceremony at Panorama House, you will need to book a time for the outdoor or indoor ceremony starting time within 6 weeks of leaving your initial deposit to confirm your ceremony booking.

6 MONTHS BEFORE

- Part payment of \$1500 is required as per the terms and conditions form. This amount will be deducted from your final invoice.

3 MONTHS BEFORE

- If you haven't already done so, please contact our Functions Coordinator to arrange your wedding menu tasting and selection(if required). Panorama House wedding tastings are by appointment only and at a cost of \$50pp, including a 3-course meal and beverages. NB: Menu tastings are available on Thursday evenings only. All menu choices must be finalised at least one week prior to your wedding tasting.
- Contact our Functions Coordinator to be provided with your **final confirmation form**. Try to answer as many questions as possible,if you require help with some of the questions refer to the most frequent asked questions on the back of this form or Email, ring panorama house and speak the wedding coordinator.

2 MONTHS BEFORE

- Confirm with our preferred/additional wedding suppliers that all arrangements are in place and finalised, i.e. – photographer, videographer, entertainment, DJ/MC, centrepieces or flowers, placecards & bonbonniere, wedding cake.
- Contact Carl from Bodyrock Disco to confirm and finalise all music and MC requirements for the night, including song listings and entrance songs.

2 WEEKS BEFORE

- CONFIRM FINAL WEDDING RECEPTION NUMBERS** with our Functions Coordinator and finalise all extras to be included, so final invoice can be issued.
- Please provide your Functions Coordinator with your signed Final Confirmation Form. You can do this via email, fax or in person.
- Compile final Wedding Table Arrangements & Guest List. When completing the form, place your guests on relevant tables in accordance to your reception floor plan. The tables numbered on your Wedding Table Arrangements & Guest list correspond with your floor plan.
- If necessary, finalise printing arrangements for your table place cards.
- Make an appointment with our Functions Coordinator for the Wednesday/Thursday between 2pm & 5pm for the week of the wedding to bring in all Floor Plans, Wedding Arrangements, Guest Lists & an alphabetical copy of the guest list.

THE WEDNESDAY/ THURSDAY BEFORE (BETWEEN 2pm & 5pm only)

- Bring in all place cards, bonbonniere and paperwork (guest listing, floor plan & table planners), wishing well & all other wedding items.
- Pay the final balance for your wedding no later than the Wednesday/Thursday prior to your wedding.
- Centre pieces if done by you must be unwrapped, free of sticky labels and arranged for immediate placement on tables. Please note we do not assemble centre pieces.
- Place cards, if done by you, must be organised in envelopes per table. Place cards will be placed clockwise around the table. Refer to the Panorama House floor plan you have been provided with.
- Bonbonniere, if not one per person, must also be delivered per table. Your guest list must indicate who is to receive bonbonniere or advise male/female if they are different.

THE DAY AFTER YOUR WEDDING

- Any item not immediately taken after your wedding reception must be collected the following day before 11:00am.

