|  |  |
| --- | --- |
| **COUPLES FULL NAMES:** |  |
| **MARRIED NAME:** |  |
| **VENUE:** |  |
| **DATE & DAY:** |  |
| **CEREMONY VENUE & TIME:** |  |

|  |  |  |
| --- | --- | --- |
| **DAY NUMBERS (ADULTS):** |  | |
| **DAY NUMBERS (TEENS):** |  | |
| **DAY NUMBERS (CHILDREN – eating):** |  | |
| **DAY NUMBERS (BABIES not eating):** |  | |
| **High Chairs Required:** |  | |
| **Additional Evening Guests:** |  | |
| **Supplier Meals:** | DAY: | EVE: |
| **Room Layout:** |  | |

Please update additional information in RED

Circa to highlight and ask/answer questions in **yellow**

**SET UP DAY**

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| **TIME** | **ACTIVITY** | **NOTES** |
| 10am | Circa arrives to set up |  |
| 12pm | Couple arrives to set up |  |

**EVENT DAY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME** | **ACTIVITY** | **LAYOUT** | **FOOD** | **DRINKS** | **NOTES** |
|  | Florist arrives |  |  |  |  |
|  | Cake supplier arrives |  |  |  |  |
|  |  |  |  |  |  |
|  | Circa team arrive |  |  |  |  |
|  | Groom Arrives |  |  |  |  |
|  | Guests Arrive | *(30 mins before service maximum)* |  | Water only before Ceremony | *Bar not open until after ceremony* |
|  | Registrars arrive & meet with groom |  |  |  |  |
|  | Guests make way to ceremony |  |  |  |  |
|  | Bride arrives & meets with registrars |  |  |  |  |
|  | Ceremony |  |  |  |  |
|  | Confetti | *Where will this take place?* |  |  |  |
|  | Drinks/Canapé Reception |  |  |  |  |
|  | Guests called in for dinner |  |  |  | *Have you asked someone to make announcements?* |
|  | Bride & Groom announced |  |  |  |  |
|  | Wedding Breakfast served |  |  |  | *2 hours needed for three courses/1 hour needed for BBQ/Sharing meal/1 hour 30 mins for 2 courses* |
|  | Speeches |  |  |  | *Speeches before or after dinner?* |
|  | Tea and Coffee |  |  |  |  |
|  | Room turnaround – DJ/Band to arrive at this point |  |  |  |  |
|  | Evening Guests Arrive |  |  |  |  |
|  | Cake Cutting & First Dance |  |  |  | *Are you keeping the top tier?* |
|  | Evening Food |  |  |  |  |
|  | Finish |  |  |  |  |
|  | All guests to leave venue by 12am |  |  |  |  |

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| **MENU** | **DETAILS** | **NUMBERS** | **NOTES** |
| CANAPES | Please choose x3/ x5 canapes from the below menu:  Prosciutto Shavings, Mascarpone, Focaccia  Free Range Pork Chipolata, American Maple Mustard  (V) Golden Cross Goats Cheese, Panko Crumb, Chilli Relish  (Vg) Sweetcorn Jungle Cake, Smashed Avocado, Crispy Onion  (Vg) Hasselback Potato, Thyme, Hummus  (V) Savoury Red Onion Tart, Onion Puree, Feta Crumble  (Vg) Coconut Tofu, Sriracha, Crispy Seaweed  Handmade Sausage Roll, Mature Cheddar , Ploughman’s Pickle  Crispy Coconut Tiger Prawn, Katsu, Pickled Ginger  Yorkshire Pudding, Rare Beef, Horseradish Crème Fraiche  (V) Crostini, Bocconcini, Confit Tomato, Pesto  (V) Beetroot , Pea, Ricot ta Frittata, Grilled Baby Tomato  Pumpernickel, Smoked Salmon, Crème Fraiche  (V) Panko Chilli Olives, Spicy Yoghurt  Chicken Waffle, Mustard Maple Syrup  (Vg) Por tobello Mushroom Skewer, Balsamic Baby Tomato, Basil  ***Upgrade your canapes:***  Mini Burger, Soft Brioche, Swiss, Salad  Panko Fish, Skinny Chips, Tartar Sauce, Pea Shoots  Baby Toad in the Hole, Chorizo Sausage, Onion Ketchup  Pork Patty, Smoked Applewood, Mini Bun  ***£2.40 per canape person*** |  |  |
| STARTER | *\*insert option here once chosen* |  |  |
| VEG STARTER | *\*insert option here once chosen* |  |  |
| MAIN | *\*insert option here once chosen* |  |  |
| VEG MAIN | *\*insert option here once chosen* |  |  |
| DESSERT | *\*insert option here once chosen* |  |  |
| CHILDRENS STARTER | ***\*add a starter to your childrens menu at £6.50 additional charge***  Crudites, Pitta Sticks, Homemade Hummus  Tortilla Chips, Hummus, Guacamole  Honeydew Slices  Breadsticks, Cheese & Chive Dip |  |  |
| CHILDREN’S MAIN | Please choose one option for all children:  Homemade Chicken Goujons, Chips & Peas  Tomato Pasta Bake, Homemade Garlic Bread (veg) Homemade Fish Goujons, Chips & Peas  Sausage, Chips & Beans  Macaroni Cheese, Garlic Bread (veg)  BBQ, Hog Roast or Feasting menu (Same as adults only)  Mini Picnic Lunch Box |  |  |
| CHILD DESSERT | Please choose one option for all children:  Circa Ice Cream Sundae, Sprinkles, Popping Candy  Chocolate Brownie, Vanilla Ice Cream  Fresh Fruit Salad  Circa Gelato Bike (If Booked) |  |  |
| EVENING FOOD | *\*insert option here once chosen* |  |  |
| DIETARY LIST | Please list all dietaries below (name, table number & dietary)  *\*all dietaries can be catered for within our menu, just list and we’ll do the rest!* |  |  |
| DAYTIME SUPPLIER MEALS | *Suitable for a photographer, £24 per person plated main course from your menu – please let us know if they have any dietaries* |  |  |
| EVENING SUPPLIER MEALS | *Suitable for a band, £6 per person sharing pasta bake served before 1st set – or include them in the evening food option you have chosen* |  |  |
| DRINKS PACKAGE | Classic Package: One Glass of Pimms or Prosecco per guest post ceremony. Water Station, Sparkling Elderflower, Squash (Bar open for guests to purchase drinks throughout) - Half a bottle of Wine per guest (Choose a Red, White & Rose from our wine list) jugs of water, squash - Prosecco Toast Drink served before speeches - Tea & Coffee served outside post dinner  Deluxe Package: Unlimited Pimms & Prosecco post ceremony Water Station, Sparkling Elderflower, Squash - Unlimited Wine on tables for your guests (Choose a Red, White & Rose from our wine list) jugs of water, squash for children - Prosecco Toast Drink served before speeches - Tea & Coffee served outside post dinner  Supply your own drinks package: please list on the ‘supply your own drinks’ document what you are supplying and when it is to be served |  |  |
| WINE | Please let us know your wine choices below:   |  |  | | --- | --- | | RED WINE |  | | WHITE WINE |  | | ROSE WINE |  | |  |  |
| COCKTAILS | *\*add cocktails to your package, to be served during the drinks reception or post dinner during ‘golden hour’ from £4.80 per cocktail (40 minimum order)*  *Or personalize cocktails for your wedding favours – bespoke label printing £35 + £4.80 per cocktail* |  |  |

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| **CONTACT DETAILS** | **CONTACT NAME** | **DETAILS** |
| **BRIDE** |  | Phone:  Email:  Social media: |
| **GROOM** |  | Phone:  Email:  Social media: |
| **BEST MAN** |  |  |
| **CHIEF BRIDESMAID** |  |  |
| **ANNOUNCEMENTS** |  |  |
| **WEDDING HASHTAG #** |  |  |
| **TABLE PLAN** |  |  |
| **PLACE CARDS** |  |  |
| **FAVOURS** |  |  |
| **CENTERPEICES** |  |  |
| **CAKE** |  |  |
| **FLOWERS** |  |  |
| **DJ** |  |  |
| **DECORATORS** |  |  |
| **TRANSPORT** |  |  |
| **PHOTOBOOTH** |  |  |
| **PHOTOGRAPHER** |  |  |
| **ANNOUNCEMENTS** |  |  |

**CIRCA CONTACTS:**

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