

**Your Wedding Items**

**Courtyard Barn:**

| **Your Wedding Item:** | **Any specific information – please replace words in italics in the boxes below with your placement or movement detail** |
| --- | --- |
| **Ipad with playlists** | *We recommend three specific playlists for the ceremony (entrance, signing of register and departure) and your guest arrival playlist.* |
| **Name cards for ceremony** | *We will put these out for you on the morning of the wedding* |
| **Ceremony Seating plan** | *It is helpful to have this in advance so that we can set the furniture correctly –* [*Plans to download*](https://www.dodmoorhouse.co.uk/ceremony-layouts) |
| **Guest book and pens** | *We will set this up on a wooden table after the ceremony, we would suggest that you nominate a member of the bridal party to encourage guests to sign this* |
| **Confetti** | *We ask that this is biodegradable. To be placed in our cone holder* |
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**Catesby Barn:**

| **Your Wedding Item:** | **Any specific information – please replace words in italics in the boxes below with your placement or movement detail** |
| --- | --- |
| **Display table plan** |  |
| **Copy of table plan for suppliers** | *It would be helpful to have this in advance of the day so we can set up the correct furniture –* [*Plans to download*](https://www.dodmoorhouse.co.uk/table-plans) |
|  |  |

**On the dining tables: Your caterer will need to supply the table linen the day before the wedding so we can dress the tables ready for the florist, we are happy to hand over any place cards, favours, table scatters to enable them to lay the tables in the morning.**

| **Your Wedding Item:** | **Any specific information – please replace words in italics in the boxes below with your placement or movement detail** |
| --- | --- |
| **Name Cards for the tables** | *It would be helpful for these to be bundled in tables in place setting order* |
| **Table Names/Numbers** | *We have silver holders for your creation or chalkboard numbers –* [*see detail*](https://www.dodmoorhouse.co.uk/additional-decorations) |
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**Other:**

| **Your Wedding Item:** | **Any specific information – please replace words in italics in the boxes below with your placement or movement detail** |
| --- | --- |
| **Wedding dress and bridesmaids dresses** | *If you are planning to get ready with us, we are happy for you to drop these over the day before, we will hang them safely overnight and put them ready for you in the Dodford Room for your arrival* |
| **Overnight Bag** | *If you have a church wedding planned, you may want to drop a bag of clothes for the morning after the wedding with us in advance, you don’t want to go home in your wedding dress!* |
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**Outside:**

| **Your Wedding Item:** | **Any specific information – please replace words in italics in the boxes below with your placement or movement detail** |
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**Drinks:**

|  | **Please let us know the actual drinks you would like served at each part of the day:** |
| --- | --- |
| **Drinks Reception:** |  |
| **Meal:** |  |
| **Speeches** |  |

**Dodmoor House Items**

| **Item:** | **Any specific information – please replace words in italics in the boxes below with your placement or movement detail:** |
| --- | --- |
| **T-lights for the tables** | *We can supply up to 3 glass t-lights for each of the dining tables* |
| **Booster seats** |  |
| **Highchairs** |  |
| **Card Crate** |  |
| **Easels** | *Our boards are either A1 or 59cm x 69cm* |
| **Garden Games** |  |
| **Cone holder** |  |
| **Candelabras** |  |
| **Slate Signs:** |  |

**Hire@Dodmoor Items**

| **Item:** | **Any specific information – please replace words in italics in the boxes below with your placement or movement detail:** |
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**Florist Items**

Please update the table below with your information and let us know any specific details that might be useful in terms of set up, it is helpful for us to know the extent of your plans. You can see helpful measurements of areas to the barns [here](https://www.dodmoorhouse.co.uk/measurements) along with details of sizes of the tables you choose for the wedding breakfast [here.](https://www.dodmoorhouse.co.uk/table-linen-and-runners)

Your florist can arrive from 9.30am to set up on the day and will need to collect any hired items at 9am the day after, unless you are returning them yourselves. Please let us know below what is happening to the hired goods.

Please remember that your contract is with your florist and they will need their own specific information about where everything is to be placed.

We are happy to move any items between the barns on the day, just detail this below. Again we have entered some potential examples to get you started, **please delete anything that does not apply to you.**

| **Item:** |
| --- |
| **Bride and bridesmaid bouquets**  ***Movement:*** *These could be placed in vases on the tables, in the window cills of the barns* |
| **Buttonholes** - (y*our wedding coordinator will be happy to help put these on as guests arrive, if you would like this, please let us have a list of who they are for)* |
| **Thank you bouquets for speeches -** *(we can keep these hidden and make sure they are available when you give a nod during speeches)* |
| **Flowers for the cake -** *(you will need to make sure the cake is delivered in time for your florist to place these)* |
| **Table centres -** *(we are happy to pack away any vases, t-lights, candles at the end of the day, please make sure your florist provides the packaging and confirms collection at 9am)* |
| **Long and low arrangement for the registrar’s table**  ***Movement:*** *This could be moved to the top table or often fits in the window at the end of the Catesby Barn* |
| **Pew ends**  ***Movement:*** *these can be placed in vases on the dining tables, moved to the chairs on the top table or even to decorate the mezzanine* |
| **Decoration to the mezzanine** |
| **Decoration to Dodmoor House Items –** *we have a range of items in our Hire@Dodmoor range or items that are available to borrow, that you could add decoration to – See detail of* [*Hire Items*](https://www.dodmoorhouse.co.uk/hire-at-dodmoor) *&* [*Free Items*](https://www.dodmoorhouse.co.uk/additional-decorations) |
| **Please confirm the time of collection of any items:**  *These would need to be planned to be collected at 9am the day after your wedding* |

**Venue Stylist**

Please update the table below with your information and let us know any specific details that might be useful in terms of set up, it is helpful for us to know the extent of your plans.

Your stylist can arrive from 9.30am to set up on the day and will need to collect any hired items at 9am the day after, unless you are returning them yourselves. Please let us know below what is happening to each of the hired goods.

Please remember that your contract is with your venue stylist and they will need their own specific information about where everything is to be placed.

We are happy to move any items between the barns on the day, as long as they will fit through the doors and are not too heavy, please just detail this below. Again we have completed some examples to get you started, **please delete anything that does not apply to you.**

| **Item:** |
| --- |
| **Wedding arch** *– (If this is being decorated by your florist please make sure that it is in place in plenty of time to be ready an hour before the ceremony when your guests will start to arrive. Please be aware of limited space behind top tables when planning for this to be moved. We have a couple of options you could look at in our Hire @ Dodmoor range –* [*see details*](https://www.dodmoorhouse.co.uk/hire-at-dodmoor)*)* |
| ***Chair Sashes/Chair covers*** *– (your stylist will need to allow enough time to add these to the chairs to be ready an hour ahead of the ceremony. We have 120 chairs in total and often move them between barns after the ceremony for the meal –* [*see our website*](https://www.dodmoorhouse.co.uk/table-linen-and-runners) *for further advice on sizes and details* |
| **Table runners –** (p*lease* [*see our website*](https://www.dodmoorhouse.co.uk/table-linen-and-runners) *for recommended sizes); just remember these need to be in place before the florist and caterers can set the tables* |
| **Please confirm the time of collection of any items:**  *These would need to be planned to be collected at 9am the day after your wedding* |