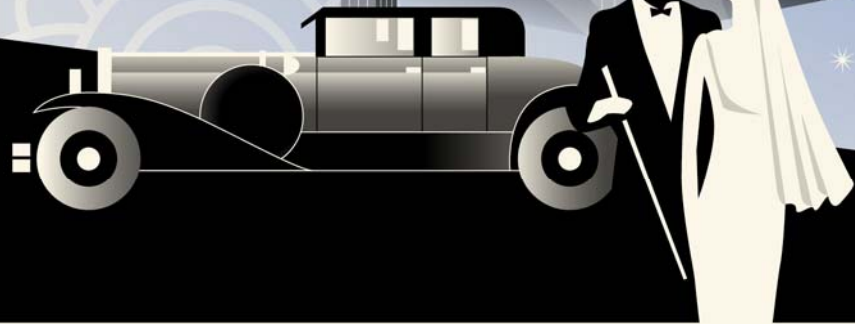




THE CENTRE IVANHOE



The Centre Ivanhoe Wedding Journal

Drawing on our many years experience, The Centre Ivanhoe has created this comprehensive wedding planning kit to assist you with all the details and the trimmings for your wedding reception.

Read and complete the information in your wedding journal and
Together with the team at The Centre Ivanhoe we will bring your dreams to life.

2 months prior to your wedding day we will set up a meeting with you to discuss all things wedding. We will cover all the items highlighted in the journal and discuss just how your special day will run.

If you have any questions regarding the items covered in the journal or any additional special requirements you wish to add please feel free to contact your Wedding Coordinator.

The Wedding Party Details

Brides Parents _____

Grooms Parents _____

Page Boy & Flower Girl _____

Grooms Man & Brides Maid _____

Grooms Man & Brides Maid _____

Grooms Man & Brides Maid _____

Grooms Man & Brides Maid _____

Best Man & Maid/Matron of Honour _____

Bride & Groom _____

Your Contacts on the Day

Pre Ceremony

Name _____

Phone: _____

Reception

Name _____

Phone: _____

To Collect Cake, Gifts and Lost property

Name _____

Phone: _____



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The Ceremony Location

Location: _____

Time: _____

Notes

Photography Locations

Locations:

Time Start & Finish: _____

Notes:

Useful Tips:

- Pack some light snacks to eat in the afternoon. eg. Little sandwiches or dried fruit and nut mix.
- Pack a bag with an emergency kit to include hair & make up items for touch ups, stockings, band aids, needle & thread.
- Take plenty of water with you.



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Bridal Party Arrival at Venue

Time _____

Location _____

No. in Bridal Party Entrance _____

No. on Bridal Table _____

Description of Signage boards

E.G. Mr & Mrs John & Betty Smith, John & Betty Smith or John & Betty

Notes

Customs & Traditions

Why The Bride Is On The Left?

In ancient times, when there was high chance of any enemy invasion, the groom needed his right arm free in case he needed to draw his sword for combat.

Today, this tradition has survived, as the bride walks down the aisle on her father's left arm, and stands at the alter to the left of the groom.

Usually, the family and friends of the bride are seated on the left-hand side of the chapel and the groom's on the right.

The Wedding Rings

Being a continuous circle, without an ending, the ring represents a token of everlasting love, and a commitment. Historically, it was once believed that there was a vein running from the third finger of the left hand up to the heart.



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The Reception Agenda

Bridal Party Arrives

Pre event Photography & Mock Cutting of the Cake

Guests Arrival - Pre Dinner Drinks & Canapés

Guests Seated

Bridal Party Entrance

Cutting of Cake

Entrée

Bridal Waltz—First Dance

Main Course

The Speeches (Inc. Champagne Toast)

Dessert followed by

Tea, Coffee and Wedding Cake Platters

Garter & Bouquet (Optional)

Farewell Circle (Optional)

Bride & Groom Depart

Entertainment Finishes

Bar Closes - Guests commence departure

Are there any traditions or customs you wish to include

The Speeches

Father of the Bride

Father of the Groom

Maid/ Matron of Honour

Best Man

Groom & Bride

Bridal Waltz -First Dance

Bride & Groom 1st ½ of the 1st Song or Whole of the 1st Song

Bridal Party 2nd ½ of the 1st Song or Start of the 2nd Song

Parents 2nd ½ of the 1st Song or Start of the 2nd Song

Guests Start of the 2nd Song or ½ way through 2nd Song



THE CENTRE IVANHOE

Menu - Our Seasonal Menu will be sent to you prior to your event
Please complete your Menu selection below

Pre Dinner Drinks & Canapés – **Chefs Selection**

Antipasto Optional _____

Entrée 1 _____

Entrée 2 _____

Main 1 _____

Main 2 _____

Dessert 1 _____

Dessert 2 _____

Fruit Platter optional _____

Tea Coffee and wedding cake served _____

Any Additional Notes:

Beverages Options

White Wine: _____

Red Wine: _____

Sparkling Wine: _____

Spirits on your guest tables : Maximum 1x 700ml bottle per table Yes / No
Spirits charged at bottle shop prices see your coordinator for prices and selection available

Spirit Cash Bar : Would you like your guests to purchase their own spirits from the bar
or would you like to arrange a Bar Tab for the bridal party?



THE CENTRE IVANHOE

Special Dietary Meals

To cater for all your guests' dietary requirements please notify us of their needs including guests name, table number and requirements, these can be added to the spread sheet used for your guests list.

Eg. Gluten Free, Vegetarian, Lactose Free, No Nuts

Children's Meals Special 3 course Menu (\$40.00 for under 10yrs)

Number Required _____ Number of High Chairs _____

Entertainers Meals Number Required _____
Main Course & Soft Drinks @ 50% of adult price

Wedding Cake

Supplier Name & Number : _____

Delivery time – _____
(On the day between 10.30am-3.30pm or Sundays by prior arrangement)

Type of cake : _____

Number of Tiers : _____

Save Top Layer : YES / NO Additional Cutting Cakes : YES / NO

Serving Instructions

- 1 Platter per table A) No cake bags
 B) All in cake bags
 C) ½ Bagged & ½ No Bags

Any Additional Instructions : _____

Who will take home? _____
(This will include any decorations etc. Ask your supplier for a box for the top tier)



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Because we love all things wedding especially the personal touches. Please discuss any theming ideas with us as we love to know what you're planning and we do have lots of ideas too.

Please provide us with the contact details of any suppliers that will be delivering or setting up at our venue so we can confirm set up arrangements with them.

E.g. Florist, event stylist, alternative centrepieces.....

Your Personal Touches

Cake Table : Beside / In Front / Bottom of Stairs

Own Champagne Flutes : Yes / No

Own Cake Knife : Yes / No

Ribbon & Scissors : Yes / No

Microphone – Wireless / on a stand Location _____

Carpet Runner (Great Hall Only) : Yes / No

Spotlight for 1st Dance : Yes / No (Not Available in McCubbin Room)

Vases for your Bouquets : Yes / No

Wishing Well or Gift Table

Location of Table : _____

Who is responsible for it? _____

Guest Book and Pen

Location of Table : _____

Who is responsible for it? _____



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Chair Covers & Linen

Chair Covers available in Black / White

Sashes: Organza or Satin Sashes: Fold or Bow

Colour 1 : _____

Colour 2 : _____

Note:

Organza sashes are best presented as Bows

Satin sashes are best presented as folds either single or double fold

Additional--Optional Extras Available

- Table Runners to match your sash colour @\$2.50 per table
- Coloured Satin Napkins @\$1.25per person
- Organza Overlay with Satin Trim \$8.80 per table
- Bridal Table Coloured Skirting from \$18.50 per panel (3meters)
- Fairy Lights in Bridal Skirting \$110.00 panel (min 8 guests)
plus \$10 per person for additional length

Please discuss your theme & colour choices with your coordinator to ensure availability of your colour choice please advise us early. Colour samples are available upon request.

Decorating Ideas:

- Adding personal touches to your room or table decorations creates a unique experience for your family & friends
- Think about your colour themes. An elegant soft palette or bright & dramatic for maximum impact
- Centerpieces with height compliment our high ceilings, Candles are always popular and romantic, flowers are elegant or what about a touch of vintage Hollywood glam with ostrich feathers, lace or pearls.
- Please discuss all decorations to be provided by you with your coordinator to ensure a smooth set up of your decorations
- Tea light candles are allowed when provided in suitable holders. Set up and lighting cost will apply.
- Alternatively we can hire our tea light candles and mirrors to you from \$5.50 per table



THE CENTRE IVANHOE

Our Candelabras included in your wedding collection package

88cm black wrought iron candelabras with Gold / Silver candles

Guest tables are set with single candelabras and Bridal Table is set with two 5 arm candelabras and to finish off the bridal table two 7ft tall candelabra to stand behind the table area

Please let us know if you wish to decorate any of our candelabras with ivy or fresh flowers

The Table Decorations

White linen napkins folded Peak or Flat ?

Table Scatters, Gem Stones or Rose Petals : Yes / No

Tea Light Candles & Mirrors @\$5.50 per table (hire cost)

Place Cards / Table Cards : Yes / No

Bonbonaries : Yes / No

What are they?

Who is to receive one? All guests / Per Family / Per Couple

The Bonbonieres

Sugared almond bonbonieres we originally from Italy, 5 sugar coated almonds were traditionally given representing health, wealth, happiness, fertility and long life.

Today, couples give bonbonieres as a token of their appreciation to their guests. Often they are themed to complement the day for e.g. a Beach wedding may have beach balls, shells or small decorative deck chairs as bonbonieres.

Or if providing a beautifully boxed small gifts either the box or the ribbons used may be themed to your colour themes. Other ideas: Donation to a Charity of your choice, eco weddings may give a small plant or seeds.



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Supplier Contact Details

Please provide any contact details for any supplier who will be delivery or setting up any items regarding your wedding day at the Centre Ivanhoe

Supplier contact details : _____

Delivery time : _____

(Saturdays from 10.30am-3.30pm or Sundays by arrangement)

What is being supplied

Supplier contact details _____

Delivery time _____

(Saturdays from 10.30am-3.30pm or Sundays by arrangement)

What is being supplied

Customs & Traditions

The Wedding Cake

- The bride and groom cut the first slice of cake together to ensure that they will conceive.
- The chief bridesmaid should keep a piece of cake in her pocket for the duration of the couple's honeymoon, if she hopes to marry soon.
- Single female guests should take home a piece of wedding cake and place it under the pillow to dream of the man they will marry.

The Bridal Bouquet

Originally, the brides' bouquet was made from herbs, spices and flowers. The herbs and spices symbolised fertility and new life, as well as warding off any evil spirits or family demons, while the flowers were a symbol of innocence and purity.



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Entertainers - Band / DJ

Name & contact details : _____

Set up time : _____

(On the day from 4.00pm or Sundays by prior arrangement)

Note: Band /DJ must complete set up 30 mins prior to guests arrival. The use of Smoke machines or pyrotechnics are not permitted without prior arrangement Great Hall only. Entertainers cannot use our sound system and must supply there own PA system. All extension leads, and power boards must be checked & Tagged by a qualified electrician according to the occupational health & Safety regulations 200, part 3.5 plant)

The Master of Ceremonies

Name & contact details : _____

Member of Band : YES / NO

Related to Bride & Groom : YES / NO

Please make sure they receive a copy of the running sheet and our supervisor will brief them on the night.

Notes For The Band:

- Please provide your Band, MC and Photo / Videographer with a copy of your final agenda, this will ensure all services can work together to provide a smooth running event.
- Your Band, MC and Photo / Videographer will be briefed by your event supervisor on the night and will liaise with them during the event
- Your event supervisor will keep a close eye on all details regarding your event, please ensure you have discussed these items in detail with your coordinator so all arrangements can be made prior to the night.



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Photographer

Company : _____

Contact person : _____

Phone : _____

No. of Photographers : _____

Notes : _____

Videographer

Company : _____

Contact person : _____

Phone : _____

No. of Videographers : _____

Notes : _____

Transportation - Post Event

Contact details _____

Pick Up Time post event _____

It is the responsibility of the Bride and Groom to organise transport.

The Honeymoon

Location: _____

Depart: _____

Return: _____



THE CENTRE IVANHOE

Floor Plan

To assist you with seating your guests we, will provide you with a draft floor plan of your room to suit your approx. number of guests. We require your completed floor plan no less than **two weeks prior** to your event.

When finalising your floor plan please remember:

- Table size we recommend 8 guests per table – max. of 10 guests and some tables of 12 guests. Please see your coordinator for full details when allocating your tables
- Include a table for your Entertainers
- Cross through any tables you **do not** require in the room
- Indicate where any highchairs, prams or wheelchairs are to be seated. (It is advisable to position wheelchair guests close to lift access or bathroom facilities as required)

Guest List

To assist us with seating your guests we require a **typed** alphabetical guest list (in an Excel Spreadsheet, emailed to us).

We will then display the guest list on a board in the foyer.

This list should be forwarded to us together with your floor plan no less than **two weeks** prior to your event.

We are unable to make changes to your guest list any later than 3 days prior to your event and do not accept hand written lists.

Example Guest List & Dietary Requirements

Surname	First Name	Table Number	Dietary Requirements
Brown	Brian	7	Vegetarian



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Place Cards

Put each table group of place cards in a separate envelope. Clearly mark on the front of each envelope the table number, total number of guests and a list of the guests in the order they are to be seated. The place cards will be placed clockwise around the table with position 1 facing the bridal table. Also mark an asterisk against the name of each person to receive a bonbonniere as well as on the reverse side of their place card.

Formalities

We provide an experienced supervisor to oversee your wedding reception. Please note we do not provide ushers or a master of ceremonies. If using a professional master of ceremonies, he/she must adhere to the wedding agenda that was agreed to, at your final appointment.

The Centre Ivanhoe is pleased to provide the bridal party with their own dedicated bridal attendant to look after your needs on the day. They will meet and greet the bridal party and escort you to the bridal suite for pre dinner drinks and canapés. Your bridal attendant will take you into the reception room, and will be there to serve the bridal party throughout the reception.

Payment

Thank you for your initial deposit. The balance of your account is required **10 working days** prior to your wedding. The Centre Ivanhoe accepts **cash, credit cards and bank cheques**. These payments can be made either in person, via the Internet or direct debit.

Access for All Abilities

Wheelchair Access required : Yes / No

Hearing Loop Required : Yes / No

If required please provide your coordinator with the guests contact details to discuss further



THE CENTRE IVANHOE

A List of Recommended Suppliers

Xsight Photography
Phone: 9486 8366
www.xsight.com.au

Austin Rise Bed & Breakfast
Phone: 9455 0740
www.austinrise.com.au

Always Classic Cars
Phone: 9898 2889
www.alwaysclassiccars.com.au

Team X – DJ's
Phone: 1800 10 21 21
www.teamx.com.au

Magnolia Road Apartments
Phone: 9499 6443
www.magnoliaroad.net.au

Gum Tree Entertainment – Bands
9497 3227
www.gumtree.net.au

Accommodation Tips:

- Austin Rise has 3 rooms available and is suitable for pre wedding night accommodation for the bridal party.
- The Gardens are lovely for pre wedding photos
- Magnolia apartment is a self contained unit suitable for honeymoon night
- If planning an overseas honeymoon check your passports will be valid for the duration of your honeymoon
- Have all travel shots ahead of time to ensure against any unwanted side effects



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