

Event timeline

Time frame	What's happening
Upon booking	Ballara will upload a contract copy to the One Drive folder we have set up for you. You use this to manage all paperwork in the lead-up to your wedding. Ensure you use the times on your contract for your invitations, as these are the times you have hired Ballara and the grounds for them. Your Wedding Party can arrive up to one hour before commencement if you are holding your ceremony at Ballara. If getting married off-site, the Wedding Party can arrive up to one hour before the reception begins.
6 months out	<ul style="list-style-type: none"> - Ballara will email you to read through the <i>four months out</i> instructions in preparation for your final arrangements appointment. - We will also put your second retainer invoice, which equates to 50% of your total reception, in your One Drive folder, which needs paying before you see us on your final arrangements appointment.
4-5 months out	<ul style="list-style-type: none"> - Please reconfirm your times with us before sending out your invitations. - Ensure our address is listed correctly and you ask your guests for special dietary requirements. - We will email you to book your Final Arrangements appointment. - During this meeting, we discuss the 'Final Arrangements' document, including everything from décor to the menu and the run sheet for your event. - The second retainer amount is also due by this time. - For our Diamond Package couples, this will also be the time to contact the Cake supplier and florist we booked for you. Aside from brainstorming your ideas and inspiration, there is little to do with the supplier before this stage.
1 month out	<ul style="list-style-type: none"> - Ensure your RSVPs have returned and follow up with anyone yet to get back to you. - Start to finalise everything you will need to complete for your reception in your one drive folder- guest lists, floor plan, contact list, bond sheet, place cards and bonbonniere. - We will reach out to book your Final Appointment with your Function Manager during the week of your wedding. This appointment will be between 10 am and 5 pm Monday- Wednesday.
3 weeks out	We will send you a reminder that your final numbers are due 16 days out from your wedding.
16 days out	<ul style="list-style-type: none"> - Your completed final paperwork is to be submitted to Ballara. - We will limit your access to your One Drive folder access to viewing only, and <i>any changes from here changes must be emailed to us.</i>
10 days out	<ul style="list-style-type: none"> - You can no longer alter your final numbers. - Your final payment must be sent ten days before your wedding unless paying by cash is payable at your Final Drop off Appointment.
Week of Wedding	Your Final Appointment is where you will meet the Function Manager looking after you on your special day. They will run through all details relating to your ceremony and reception with you. We will also require you to bring in any items to be set up on the day; please refer to your final appointment checklist.
The big day	Leave everything in the hands of the capable suppliers you have selected. This is what we do, and we are passionate about doing it right. So it's time to sit back and see all your hard work come together. Go with the flow and be present in the moment with your nearest & dearest; we want you to relax and enjoy!

Dates to keep available

Food Tastings

We host food tastings throughout the year. We will invite you to the tasting closest to your wedding date. A small charge will apply to attend.

Wedding Expo

The Expo is a free event held once a year in March — and is a fantastic opportunity to meet a lot of suppliers all in one place.

Key ceremony details

- We ask that your Wedding Party arrives at least one hour before the ceremony starts.
- This is in your best interest as our team will still finalise your set-up or concluding venue tours for the day. We will discuss the exact times for you both at your final arrangement appointment.
- Your designated Function Manager and Concierge will be on hand to greet you on arrival and line you up/get you ready to walk down the aisle.
- Ballara has inbuilt speaker systems and microphones, which can be used throughout both the Chapel and Gazebo. We can play your ceremony music through our sound system, but some celebrants prefer to play the music through their system.
- *Rose petals are allowed but MUST be fresh/real if your ceremony.* No paper confetti or rice is permitted.
- Hand-held bubbles are allowed for all outdoor ceremonies, but no powered bubble machines.
- Please note that if your suppliers (e.g., photographers or videographers) share photos with us, we may use them for social media or advertising. We ask in your final paperwork if you would not like us to do so.

Ceremony rehearsal

If required, you can book a 60-minute rehearsal for your ceremony, which can be booked as early as one month before your wedding date.

As each Celebrant operates differently, your Celebrant runs the rehearsal so they can guide you & your Wedding Party in how the service will be organised. You can connect to our system to practice if you have your ceremony music on your phone. *Ballara does NOT facilitate this meeting to ensure you are getting consistent information.*

Reception details

The following paperwork will be supplied and discussed during your Final Arrangements appointment. All documents must be finalised and submitted 16 days before your event date.

Check the following items on this event kit:

- Floor Plan
- Table Guest List
- Door List/Seating Chart
- Run Sheet
- Contact List
- Bond Sheet
- Spotify Playlist with your ceremony music if required

You will be invoiced based on the numbers provided. You can increase or decrease your numbers up to 10 days before your wedding date. Beyond this point, your numbers may increase, but any decrease will not result in a refund/invoice reduction, as the Head Chef has already placed the food orders and begun preparations.

Your menu, décor selection and run sheet times CANNOT be changed any later than 16 days before your wedding date.

Final appointment checklist

Your final appointment will be held on the Monday to Wednesday of the week of your wedding, between 10 am to 5 pm. Ballara will be in touch to organise the exact date and time.

We will require you to bring in the following:

- A hard copy of your Alphabetical Guest List
- Place Cards
- Bonbonniere
- Other personalised items to be set up for the Ceremony or Reception (e.g., Service Booklets, Petals/Bubbles, Guest Books, Toasting Glasses etc.)

Please follow all information in this Event Kit, as it will help you complete all relevant final documents and reception requirements so that you are organised and your day runs smoothly.

Floor plan

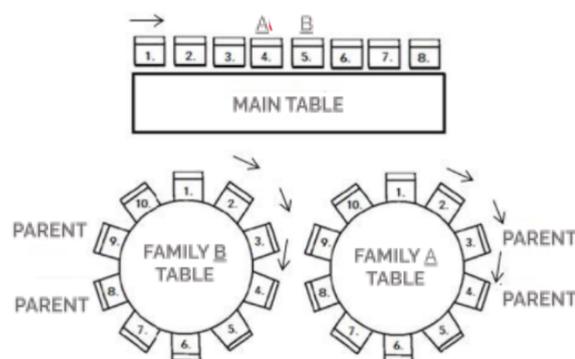
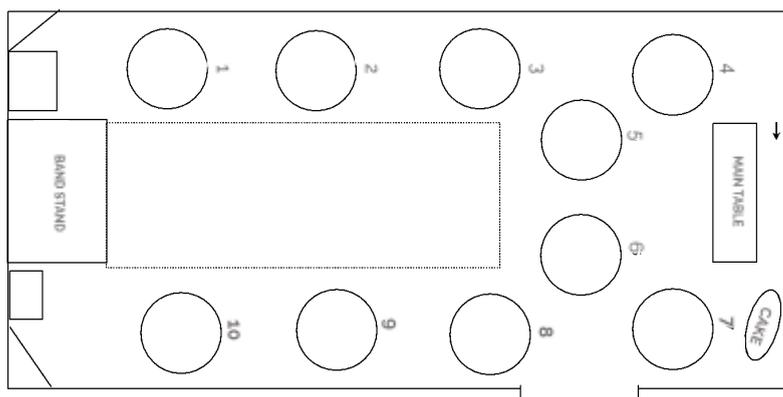
Closer to your event date, Ballara will supply you with a floor plan of the Reception Room based on your appropriate numbers.

Important things to remember:

1. We have two sizes of guest tables that can accommodate from 8 to 12 people.
2. The Main Table can accommodate from 2 to 12 people.
3. The room will look best when the tables and floor plan remain symmetrical, so we have made plans accordingly.

We have created floor plans that work within the room's space and maximise comfort for your guests. *Please only create your floor plan after consulting us first. We have other size plans available on request.*

We are more than happy to discuss your options in customising a floor plan based on what you have envisaged. Please refer to one example below – this table plan can seat 100 – 120 guests with an additional 2 to 12 on the Main Table.



Place cards

Think of our round tables as a clock – '12 o'clock' being Position 1 – which is where the table number is located on the floor plan in the event kit. You must then go around the table clockwise to position your guests.

Hint

Do not place your parents at position 1; they will have their backs to the Main Table. Try to position them further around the table, as depicted in the example above. Seating for the Wedding Party should be from left to right as per the arrow. Please match yourselves with your parent tables, as you may want to have them seated directly in front of you.

Your place cards will need to be sorted by table number and arranged in the order in which they are to be put out by our Staff. The best way to do this is to create an envelope for each table. The order you place the cards in the envelope should match the 'Table Guest List' document we will provide along with this event kit – see the example on the following pages.

Table guest list

1. Using the 'Table Guest List' template provided, you must list your guests in the order you would like them seated around the table. Try to type the names in rather than cut and paste, as the table guest list has formulas inbuilt.
2. Beside each name, please place a '1' in the appropriate column to determine their meal allocation (Adult or Children's Meal) and any dietary requirements or specified allergies. The form will add up the totals at the top of the page.
3. The following codes relate to meal allocation on the guest list.
A = Adult | C = Children (2-12 years) | H/CC = High Chair with Meal or H/C = High Chair Only (No Meal)
4. Please mark your parents/parent partners next to their names as applicable.
Mother of Bride = "MOB" or Partner is "MOB Partner" | Father of Groom = "FOG" or Partner is "FOG Partner."

Hint Using an envelope for each table, print off an extra copy of your table guest list and cut and paste each table onto the corresponding envelope.

Table No.	Position	Guest Name	A	C	H/CC	H/C	P	Dietary Requirements
8	1	Hayley Creed	1					
	2	Danny Stojnic	1					Vegan & Gluten Free
	3	Diana Stojnic					1	
	4	Catherine Wilson	1					No Seafood
	5	Andrew Wilson	1					
	6	Sam Porto	1					
	7	Alison Porto	1					
	8	Alyssia Porto			1			
	9	Gavin Walker	1					
	10	Sally Walker	1					
	11	Judith Connolly	1					
	12	Marc Connolly	1					
TOTAL TB:			10		1		1	

Bonbonniere

As our staff will also be putting out your bonbonniere, we will need to be able to distinguish who is to receive the appropriate item. If it is one type of bonbonniere per person, you can skip this step in the event kit.

- If you provide one type of bonbonniere per family, you must mark with an asterisk (*) each person's name to receive the item.
- If you have alternating bonbonniere (e.g., one type for men, one kind for women), please highlight your guest names using two different colours so we can differentiate between the two.
- If you have two-in-one place cards and bonbonniere, please have the items sorted in boxes and again arranged in order for our staff to put them down.

Run sheet

The run sheet for your Wedding will be given to you during your Final Arrangements appointment, approximately four months before your wedding date.

From our years of experience, we have created run sheets that work well to optimise dance/mingle time, reduce formalities and work well with food service times. We can customise the run sheet at the appointment, but *a minimum of 60 minutes is required between each meal's service* to ensure our staff have enough time to serve the meals, for guests and staff to eat, for staff to clear plates and tidy guests' tables, and prepare the following course.

Time	Event
5.00pm	Invitation time
5.15pm- 5.45pm	Ceremony
5.45pm - 6.30pm	Gap time for congrats & group photos Bar open: tab paid by couple or guests to purchase
6.30pm - 7.15pm	Pre-dinner drinks and canapes served in the foyer and on the veranda Lawn games during pre-dinner period (if applicable)
7.15pm	Guests seated alphabetical list displayed on easel board Wedding Party to wedding suite for own refreshments Antipasto platters served (if applicable)
7.30pm	Brief welcome MC Table no. Toilets in foyer, smoking on the back veranda, guest book on the table in foyer with wishing and photobooth, no glasses on dance floor for safety, children to stay inside for their safety, if leaving tonight by taxi please prebook for 9.00pm. Introductions Parents acknowledge at their table / Parents introduce into the room Parents: Table no. Parents: Table no.
7.30pm	Wedding Party introduced into the room 1. 2. 3. 4. Maid/Matron of Honour & Best Man And everyone please be upstanding for the couple 5. Cake cutting MC NOTE: Professional photos first then guests
7.45pm -8.10pm	Entree served
8.10pm - 8.40pm	First dance / music & mingle time / entrée cleared
8.40pm -9pm	Main Course staff to offer round of drinks before speeches commence
9pm-9.40pm	Music & mingle time / main cleared
9.40pm-10.00pm	Speeches Family speech: Response by maid/matron of honour: Response by best man: Response by couple:
10.00pm	Dessert serve dessert on time if speeches don't finish by then
10.15pm-till farewell	Father-daughter / Mother-son dance / night photos (if applicable) Music bracket play through until farewell / dessert cleared
10.35pm	Coffee, tea, & chocolates served from bar Wedding cake served plattered to tables Fruit & cheese platters (if applicable)

	Throwing away of the bouquet Yes – throw away or bride's bouquet from the day / No
	Throwing of garter Yes – chair removal or throw only / No
	Farewell <ol style="list-style-type: none"> 1. Circle (20-30 mins) everyone up onto dancefloor to form a circle, couple to go around to speak with everyone. Then everyone onto veranda to wave goodbye 2. Guard of Honour (5-10 mins) everyone to form two lines from the top of the dancefloor to the front door (Wedding Party & parents at door). Then guests to put their arms up to form "the guard" as couple goes through the middle 3. Last Dance (5 mins) everyone onto the dancefloor for a final dance then everyone onto veranda to wave goodbye to the couple
11.30pm	Couple leaving by: Hire car / Own car / Guest to drive Name: _____ Table no. _____

Alphabetical seating chart

Guests are to be listed alphabetically, by surname, with their corresponding table number as this will help making the seating process more efficient. It is not necessary to include guests sitting on the Main Table if they are being introduced into the room.

Ballara can supply both the easel and frame for your printed document – please print in A2 size on paper. If you don't want to use our frame, you can print on corflute A1 size, which can sit directly on the easel.

See the example below.

