

# Run Sheet: Anna Jones and Peter Smith Wedding

Version: Final  
Version 18/5/2025

Time Frame	Time or Date	Activity	Responsible
1 Week Prior	12/05/2025	Confirm wedding cake	
	12/05/2025	Confirm generator and electrician	
	13/05/2025	Final dress fitting	
	13/05/2025	Check bridesmaids dresses	
	13/05/2025	Confirm lighting & sound equipment	
	15/05/2025	Check flower order	
	15/05/2025	Check catering order	
	15/05/2025	Confirm DJ	
	15/05/2025	Confirm String Quartet	
	15/05/2025	Confirm Marquees	
	15/05/2025	Confirm Toilet hire	
	15/05/2025	Confirm Bar hire	
	15/05/2025	Confirm floor hire	
	15/05/2025	Confirm crockery, cutlery & glassware hire	
16/05/2025	Check drinks order		

Tuesday 20/5	07:30	Event team arrive	
	07:45	Meeting to run through the runsheet	
	08:45	Parking areas to be demarcated and sign posted	
	11:00	Build temporary fencing	
	11:30	Electrician delivers and sets up & tests generator	
	12:30	All lighting for external areas to be delivered	
	13:00	String lights to be installed along the demarcated paths	
	14:00	Lantern lights to be installed along demarcated paths	
16:00	Staff training on the safety procedures		

Wednesday 21/5	08:00	Event team arrive	
	08:15	Complete installation & test string and lantern lights	
	08:15	Flower pots to be positioned around the grounds	
	10:15	Check the surface for the marquees	
	11:15	Installation of fairy lights around the flower pots	
	11:30	Flower arch to be placed at entrance to paddock	
	12:15	Flower arch to be placed at entrance to pation from carpark	
12:45	Flower arch to be placed at beginning of patio path		

Thursday	08:00	Event team arrive	
	10:00	Marquees to be delivered and main marquee erected	
	15:00	Hard flooring to be laid in main marquee	

Thursday  
22/5

17:30	Chandeliers to be installed & checked in the marquee	
14:00	Tables & chairs to be delivered	
15:00	String Lights from paddock gate to marquee to be installed & tested	
17:00	Stage area to be setup	

Friday 23/5

08:00	Event team arrive	
08:30	Portable toilets for the marquee to be delivered	
09:00	Catering appliances & equipment to be delivered	
09:00	Portable toilets to be installed & checked	
09:30	All electrical catering equipment to be checked	
09:30	Fairy lights to be strung on the flower pots	
10:00	Bar and bar fridges to be delivered & checked	
11:00	Sound equipment to be delivered	
11:00	Handsoap, handcream, paper towels & bins to be installed	
11:30	Dancefloor to be installed	
12:00	Wedding cake to be delivered	
12:30	Lighting and stage sound equipment to be tested	
13:00	Service marquee to be erected	
14:00	tablecloths and chair covers to be delivered	
14:00	crockery, cutlery, glasses to be delivered	
14:15	tablecloths and chair covers to be checked	
14:30	crockery, cutlery, glasses to be checked	
15:00	All drinks delivered & order to be checked	
16:00	Hard flooring to be laid in service marquee	
16:00	Florist arrives with table arrangements	
16:00	Sound equipment for the stage arrives	
16:15	All flowers checked & watered	
16:30	Bottonholes to be checked and set out in the house	
17:00	Bride's bouquet to be delivered to Anna	
17:30	Sound check of all sound equipment to be done	
18:00	Ramp to be installed in the marquee toilets	

08:00	Event team arrive	
08:15	Walk around the entire site to check the marquees are ok and the fencing is still in position	
09:00	Tables & chairs to be dressed	
10:00	Tables to be set	
11:00	DJ Arrives	
11:05	Set Up of DJ on stage	
08:15	Flowers to be positioned in ceremony marquee	
08:45	Bar to be polished	
09:00	Lighting in parking area to be checked	

Saturday  
24/5 -  
Wedding Day

09:30	Lighting on pathways leading to the marquees to be checked	
09:45	Toilet functioning and cleanliness to be checked	
11:00	Handsoap, handcream & paper towels to be set up in marquee toilets	
09:00	Caterer arrives	
09:15	Check the kitchen is in order with the catering staff	
08:15	Check all the appliances in the kitchen	
10:00	Last run through of fire procedure to be done - house kitchen	
09:30	Check the appliances in the marquee kitchen	
08:30	Clean & prepare marquee kitchen	
10:30	Last run through of fire procedure to be done - marquee kitchen	
14:00	Photographer arrives	
13:00	Dressing of the bride	
11:00	Serving brunch to the bridal party	
14:00	Parking attendants arrive	
14:10	Walk through of parking procedure	
14:30	Positioning of stewards along path to the marquee	
15:30	String Quartet arrive	
15:45	Set up of String Quartet	
15:15	Celebrant arrives	
15:30	Final run through of readings & service	
15:45	Groom & best man position themselves for the bride's arrival	
15:50	Bridemaids arrive at the service marquee	
16:00	Bride arrives with her father to walk down the aisle	
16:30	String quartet performance	
16:30	Waiting staff serve drinks and canapes to the guests	
16:40	Photographs are taken of the bridal party	
17:30	Guests are ushered into main marquee	
17:30	The DJ starts his session of soft background music	
18:00	Guests are served their starters	
18:30	The groom's speech to be delivered	
18:45	The father of the bride's speech to be delivered	
19:00	The best man's speech to be delivered	
19:15	The main course to be served	
20:00	The desserts to be served	
20:30	The bride & groom have their first dance	
22:30	The wedding cake to be cut	
00:00	The party ends	

08:00	Event team arrive	
08:30	Cleaning staff arrive	
08:30	All tablecloths and chair covers are removed	

25th May -  
Clean up Day  
1

<b>08:30</b>	The bins in the toilets are emptied	
<b>08:45</b>	All serving dishes are cleared of food waste & packed up	
<b>08:45</b>	All rubbish to be placed in bins	
<b>09:00</b>	The female sanitary waste to be emptied into a demarcated bin for regulatory disposal	
<b>09:30</b>	All crockery, cutlery, glassware to be cleared of food waste & packed up	
<b>09:30</b>	All tables to be folded up	
<b>09:30</b>	All recycling to be placed in marked bins	
<b>09:30</b>	All foodwaste to be put in a bin marked for composting	
<b>10:00</b>	All chairs to be stacked	
<b>10:00</b>	The electrician arrives & removes generator	
<b>10:00</b>	The unopened drinks to be counted & boxed	
<b>10:00</b>	Catering company arrives	
<b>10:30</b>	The handsoap & handcream to be packed up	
<b>10:30</b>	Catering company remove food & their dishes	

26th May -  
Clean up Day  
2

<b>8am</b>	Event team arrive	
<b>08:30</b>	The toilet hire company arrives	
<b>08:45</b>	The toilets to be removed from the marquee	
<b>09:00</b>	The hard flooring, dancefloor and stage to be packed up and removed	
<b>09:30</b>	The bar hire company arrives	
<b>10:00</b>	The bar to be packed up and taken away	
<b>09:00</b>	The catering equipment hire company arrives	
<b>09:15</b>	The catering equipment to be taken away	
<b>11:00</b>	The Marquee company arrives	
<b>12:15</b>	The tables, chairs, tablecloths, chair covers, crockery, cutlery & glassware to be packed onto the truck	
<b>11:15</b>	The marquees are to be dismantled & packed onto the truck	
<b>13:00</b>	Temporary fencing to be removed	
<b>14:00</b>	String lights and lantern lights to be packed up	
<b>12:30</b>	The drinks supplier arrives & removes surplus drinks	