

**Your Wedding Items**

We would normally arrange a meeting with you at Dodmoor House the morning before your wedding, to enable you to discuss final details with your Wedding Coordinator and drop off all your wedding items so that you are free on the morning of your wedding.

We will ensure any drinks are placed in the fridges overnight, we are also happy to put any simple items in place for you on the morning of the wedding and hand over place cards, favours etc. to your caterer to lay up with. Please confirm below the positioning of each item.

However, we are not venue stylists or florists and have limited time to ensure the venue and drinks are ready for your guests’ arrival, so we ask that anything more complicated or time consuming is organized with a supplier or member of the wedding party who are welcome to have access to the venue from 9.30am.

On the day, we are happy to move some of your decorations between rooms so please give us clear instructions below to ensure this happens as you wish.

All your items will be packed away at the end of the night by Dodmoor House staff for you to take as you check out the next morning, so we will use the below as a checklist. Don’t forget there may be quite a lot to take with you, so please ensure any family or friends return by 10/10.30am to help! Suppliers will need to be asked to return to collect their items at 9am the following day please.

**Wedding Items**

Please update the table below with your information and let us know any specific details. You will need to delete the text inside the right-hand boxes and fill in the spaces with your wedding items/requests please!

We have made a few suggestions of items you may be providing, we hope you find these helpful, but please simply delete anything that does not apply to you. We are happy to discuss further at your planning meeting.

We have assumed that you are planning to get married in the Courtyard Barn and eat in the Catesby Barn but this can be switched over depending on your final numbers (if less than 60 daytime guests).

**Courtyard Barn:**

| **Your Wedding Item:** | **Any specific information – please replace words in italics in the boxes below with your placement or movement detail** |
| --- | --- |
| **Ipod/phone with playlists** | *We can plug this into our system via an aux cable, we have the adaptors for iphone and android phones. We recommend three specific playlists for the ceremony (entrance, signing of register and departure) and a background list for other parts of the day.* |
| **Name cards for ceremony seating** | *We would suggest that you reserve the front couple of rows so that parents and those in the aisle walk have dedicated seats. We can 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/signing frame with 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, we have a basket or cone holder available to borrow* |
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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** | *We have a number of easels available for you to borrow and have some options in our Hire @ Dodmoor range –* [*see details*](https://www.dodmoorhouse.co.uk/hire-at-dodmoor) |
| **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) |
| **Personal photos** | *We have a holder in the bar area (it holds 12-15 photos) that you could use or bring pegs and photos to clip to the fairy lights on the beams in the bar –* [*See a photo*](https://www.dodmoorhouse.co.uk/additional-decorations) *(scroll down to bar)* |
| **Order of the day** | *We have a heart in the bar where you could display a short order of the day, print on paper or card (approx. 20cm x 15cm) and we are happy to put this up for you –* [*See a photo*](https://www.dodmoorhouse.co.uk/additional-decorations) *(scroll down to bar)* |
| **Hanging lanterns** | *We are happy to hang these for you on our wire system, we ask that they arrive ready to put up, please. The lantern or pompom will need a hook or two ties to go through the hanging loop. We recommend a total of 18 in three lines of 6 – with varying sizes between 12” to 24” diameter.* |
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**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 holders for your creation or chalkboard numbers –* [*see detail*](https://www.dodmoorhouse.co.uk/additional-decorations)  *Or we can offer alternative ideas from our Hire@ Dodmoor range –* [*see detail*](https://www.dodmoorhouse.co.uk/hire-at-dodmoor) |
| **Guest Favours** | *Are you planning the same favour for everyone? Do you have separate entertainment packs for the children planned?* |
| **Table runners** | *Please* [*see our website*](https://www.dodmoorhouse.co.uk/table-linen-and-runners) *for recommended sizes* |
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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 Cake** | *You may be lucky enough to have a talented friend or family member to make this, you would be welcome to drop this with us the day before and we are happy to set it up for you on the day of the wedding* |
| **Cake Topper** | *Please give details so we know to hand this to your supplier or put in place ourselves* |
| **Wrapped gifts for speeches** | *You would be welcome to leave these with us the day before and your wedding coordinator will make sure they are available to you just before speeches start. Any thank you bouquets could be kept hidden until you give the nod during your speech!* |
| **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** |
| --- | --- |
| **Order of the day** | *This can be displayed at the top of the steps in the courtyard for the day, we do have an interactive pallet in our Hire@Dodmoor –* [*see detail*](https://www.dodmoorhouse.co.uk/hire-at-dodmoor) |
| **Welcome Board** | *We have a slate with your names at the entrance to the venue and courtyard – but you may also decide to have a welcome sign as everyone arrives. We have a few options available from our Hire @ Dodmoor range –* [*see detail*](https://www.dodmoorhouse.co.uk/hire-at-dodmoor) |
| **Bunting to decorate the barns** | *You can find inspiration and sizes of places that you may wish to decorate with bunting on our website –* [*see details*](https://www.dodmoorhouse.co.uk/measurements) |

**Drinks: We will supply all the glassware for the drinks and would normally lay two wine glasses on the dining tables (one for wine and one for water). Please have a look at our website for help with quantities to supply; if you have chosen a drinks package we can discuss your final choices at the planning meeting.** [**Link**](https://www.dodmoorhouse.co.uk/drinks-at-dodmoor)**. Please delete our recommendations before entering your choices in the boxes below.**

|  | **Please let us know the actual drinks you would like served at each part of the day:** |
| --- | --- |
| **Drinks Reception:** | *We recommend approximately 2.5 alcoholic drinks per adult, plus soft drinks* |
| **Meal:** | *We recommend approximately half a bottle of wine per adult, please let us know if you would like to continue serving any of the reception drinks (beer or soft drinks usually)* |
| **Speeches:** | *We will serve one glass of Fizz to each guest ahead of the speeches, you may also like to supply a specific toast drink for the children/non-drinkers* |

**Dodmoor House Items**

All the fairy lights, hurricane lamps and t-lights on the window cills and around the walls are there all the time. We will ensure the candles are lit for you! You are also welcome to borrow items from our stocks – please [see here](https://www.dodmoorhouse.co.uk/additional-decorations) for details.

| **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* |
| **Table number holders** | *We have up to 10 silver table number/name holders, we recommend cards should be no bigger than A5 in size*  *We also have a set of chalkboard numbers (1-9)* |
| **Wooden logs** | *We have a number of wooden logs large for the round tables and some small for the trestles* |
| **Circular mirrors** | *We have 7 circular mirrors which can be used on the round tables* |
| **Booster Seats:** | *We have 4 booster seats – please let us know how many you would like and who they are for* |
| **Highchairs:** | *We have 4 highchairs that butt up to the table – please let us know how many you would like and who they are for* |
| **Card Crate** | *We can have this at the entrance as guests arrive and will put it in the honeymoon suite at the end of the evening, the key will be on your room key* |
| **Cake Stands** | *We have a number of stands: Log stand, Glass stand, S shape stand & log cupcake stand – please* [*see here*](https://www.dodmoorhouse.co.uk/cake-stands) *for further details.* |
| **Cake Barrel/table** | *We can provide a wine barrel for your cake stand or our cake table, please confirm if you would like a cloth for this (we can put it on the list of cloths from your caterer)* [*Details*](https://www.dodmoorhouse.co.uk/cake-stands) |
| **Cake knife** | *Your wedding coordinator will make sure this is available when you cut the cake!* |
| **Easels** | *We have two easels for your table plan display, our boards are either A1 or 59cm x 69cm* |
| **Garden Games** | *We have giant jenga for the courtyard, along with croquet and boules for the lawn area* |
| **Confetti** | *We have a wicker basket for confetti or you could use our cone holder* |
| **Candelabras** | *We have two candelabras that hang in the centre of the Catesby Barn, in mid-summer we may need to use LED candles if the fans are on in the barn. You can invite your florist to decorate these* |
| **Slate Signs:** | *We have a sign at the entrance to the courtyard and the main entrance. Please let us know what names (nick names) you would like us to use on these.* |
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**Hire@Dodmoor Items**

We have a number of items that you are welcome to hire for your wedding. Please see our website for further detail - https://www.dodmoorhouse.co.uk/hire-at-dodmoor – you may have already confirmed some of these, your wedding coordinator will have all the details of anything you have already ordered but please do add any others you may like to discuss at the meeting.

| **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* |