

DINGO CREEK VINEYARD
Wedding Checklist

We have prepared a wedding checklist to assist in planning your wedding day. Click the print link below for a print version of the checklist that you can download to your PC or print.

Name of Bride _____

Address _____

Contact phone number _____

Name of Groom _____

Contact phone number _____

Preferred date of wedding _____

Time of reception _____

Where will the marriage ceremony be performed?

If you would like to hold the ceremony at Dingo Creek, do you require help in finding a Celebrant? Yes___ No___

If you have chosen a celebrant, please provide name and contact phone numbers.

Celebrant _____ Phone _____

WEDDING DETAILS

Number of guests _____

Style of function i.e.;

Sit down meal

Buffet – will people be seated at set tables with chairs, glassware, cutlery etc? Yes___

No. ___

“Cocktail” style

Informal

Other – explain _____

Music style

Classical

Contemporary

Other _____

Cake.

Will you provide your own. Yes____ No _____

Do you require cake table, stand, knife etc?

In a few words, describe how you see the style of the wedding eg formal, party, very casual, elegant lunch, BBQ, themed – eg gothic, beach, bush, and favourite movie:

Do you require a “Brides room” yes ____ No._____

If so, for how many people _____

Please provide a per person indication of your budget. \$_____

Does that include alcohol? Yes ____ No_____

If it does not include alcohol, please provide additional per head budget \$_____

Who is responsible for paying the account? _____

Settlement of beverage accounts is to be completed at conclusion of your function.

Terms and conditions: 50% of estimated budget to be paid on confirmation of date, or six months prior to set date. A further 30% payable, 4 weeks prior to the booked date. Balance due and payable within 7 days of the wedding. To avoid disappointment, please be aware that weddings are never to be considered “booked” until a deposit is received.

Hire of venue is based on four hours, if you require longer a surcharge will apply on an hourly rate.

Final numbers to be advised 5 working day’s prior and will be the basis of the final account.

Cancellation policy: Up to 90 days before the booked date, 100% refund,

60 days before the booked date, 50% of deposit retained. Cancellation 30 days or less before the booked date, 60% of estimated cost retained by Dingo Creek Vineyard.

Other things to consider:

Newspaper announcements

Church flowers

Invitations

Place Cards

Entertainment – music style selection, Sound System

Table decorations

Registration / gift table

Guest trinkets

Photographer

Video recording

Wedding cake

Containers for wedding cake for guests

Cars for bridal party

Transport for guests

Accommodation for guests

Accommodation for first night of Honeymoon

Special dietary requirements

If you would like more information about holding your wedding at Dingo Creek, please contact Marg Gillespie on Phone 07 5485 1731 or E-mail is wines@dingocreek.com.au