

WEDDING DAY

planner

Things to think about before your showround...

Thank you for your interest in our beautiful venue. We are looking forward to meeting you and discussing the plans for your special day!

To help guide you to finding your ideal venue, we have created this planning pack to help you discover your wedding wants and needs.



**Sheffield
Manor Lodge**



BUDGET PLANNER

What is your venue budget?

Everybody's budget is different and the general advice is that your venue should be somewhere between a quarter and a third of your overall budget. If you have a smaller budget you may want to consider hosting your special day midweek or in the off-peak season to help you stay at a cost comfortable for you, while enjoying your dream wedding.

When setting your budget it is important to think about what you feel will make your day the most special. What are your non-negotiables? Do you want a photobooth so your guests can take a fun memory home with them? Do you want to provide drinks for all your loved ones? Do you picture beautiful, personalised floral arrangements?

You can use our budget planner below to help you plan your costs.

ITEM	BUDGET	BOOOKED?
Venue		

NOTES



YOUR DREAM VENUE

What does your dream wedding look like?

Classic, rustic, fairy-tale, lavish, country or perhaps cosy? Do you like a mix of old and new? Do you dream of twinkling fairy lights? Maybe a country feel in an easily accessible area? Everyone has different ideas on how they envisage their special day. The vibe you want can quite often determine the style of venue you go for.

What kind of Ceremony do you want?

A popular option is a legal wedding with a registrar. This provides an ease to your day as you will be legally married at this ceremony, however you will not get the benefit of choosing who conducts your ceremony or adding as many personal touches.

Another option is to use a celebrant or family member for a truly personal experience. This ceremony is usually longer than a legal ceremony and curated specifically for the couple. If you choose this option you will still need to be legally married at a different time.

Religious ceremonies are another route many choose to take. These would normally be held in religious buildings or can sometimes be performed by a celebrant.

What do you want from your venue?

Tick off anything that is important to you to get an understanding of what it is you want from your venue.

Do you need someone to co-ordinate for you? This gives you the assurance that your day will run smoothly, and you don't have to worry about anything so you can enjoy every second of your big day.

WEDDING COORDINATION

Maybe you want your whole day to be in the same place for ease and coherency. It can also be a cheaper option as travelling between venues can incur additional charges for hired vehicles. However, having your ceremony and reception in different locations can be a great option for many couples, especially if you're wanting to embrace religious or cultural preferences.

CEREMONY AND RECEPTION **CEREMONY ONLY** **RECEPTION ONLY**

Do you want your venue to supply food or any other services? This will help you to decide if you would prefer a package or whether you want to explore other options. You may also choose to include the food price within your venue budget if you think you would prefer a package.

CATERING ON SITE **EXTERNAL CATERERS**
VENUE HIRE ONLY **WEDDING PACKAGE**

Choosing somewhere with beautiful gardens or a woodland area can mean no need for additional travel for photo opportunities. Outside space also gives you the chance to have more fun additions such as mini golf courses and garden games.

OUTSIDE SPACE (GARDENS)

Is it important for your pets to be part of your day?

YES **NO**



WEDDING CHECKLIST

food and drink

Formal & Traditional – *Maybe a sit-down meal with two or three courses or an afternoon tea. This provides a great opportunity to relax, chat and take in the day.*

Chilled & Informal – *You might prefer a buffet (hot or cold) or even a food van. A more chilled feel gives everyone the freedom to wander around, mingle and choose when to eat their meal.*

Can't decide? Why not have a bit of both?! – *Don't forget you can choose both, many couples have a wedding breakfast and then evening food. This allows you to sit and relax while you enjoy your meal but then later eat while you party, it also means your evening guests get a meal.*

Do you want to use onsite caterers or an external supplier?

Using internal catering services can lead to a more fluid service and sometimes be easier to book and manage. Most venues with onsite caterers have a wide range of food options to explore, so you are likely to find a meal suitable for you and your guests. But maybe there is someone you would love to cater your wedding so would like to use external food supplier. This is a great way to personalise your day and have something different or special! Ensure you ask venues whether they can accommodate external caterers.

Don't forget to check if your guests have dietary requirements.

Your or your guests may want vegan, vegetarian, halal, kosher, dairy free or gluten free, it is important you check that caterers can accommodate.

Drinks

Will you be providing drinks for your guests?

Post Ceremony Drinks – *These drinks are served straight after your ceremony and are used as a way of drinking to the happy couple. This could also be used if you are needed to step outside of the venue for a turn around.*

Table Wine – *Table wine is set up ready on your guests tables, it allows them to enjoy a drink with their meal. This is a good option if you are wanting a sit down meal as it avoids your guests having to go to the bar.*

Toast Drinks – *Toast drinks are given to your guests just before your speeches take place, meaning everyone is able to toast to the bride and groom.*

Arrival Drinks – *Arrival drinks are served as your guests arrive at the venue whether this is because you are having a reception only, extra evening guests, or coming from another venue.*

Hot drinks – *Hot drinks are traditional served after a sit down meal to help with the digesting of food.*

Bar Tab – *Feel free to put on a bar tab and let your guests order their own drinks on you.*

Signature Cocktails – *You can even personalise your drinks! Name a drink after a special place, person or memory.*



WEDDING CHECKLIST

music and photography

What is your music style?

Do you love live music, maybe a saxophonist or a singer? Do you want a personalised playlist? Background music creates a nice atmosphere for your wedding breakfast.

How would these fit in the space at the venue? Speaking to your potential venues on what they can provide, can help you to ensure your venue is exactly what you're looking for.

Live Music

PA System

DJ

Speakers (Background music)

What vibe do you want your photos to have?

Warm and cosy vibes – do you picture sitting around the fire with a blanket, at golden hour as the sunsets, under the twinkling fairy lights, sparklers on exit?

If you love **bright and bold**, then let your photos reflect that. Get some colourful flares to add a touch of drama and excitement to your wedding photos.

Why not **embrace your surroundings**? No doubt you've picked a venue that perfectly showcases the style and vibe you want for your day, so why not use your venue and the grounds to tie your day altogether? Whether this is with wildflowers or historic buildings, these can really offset the vibe you wish for your special day.

What kind of photos do you want?

It's always a good idea to arrange a meeting with your photographer ahead of the wedding - whether in person or via video-conferencing. This allows you to really talk to them about what you want and how they can provide that for you.

- **Couple Portraits** - taking some time to go somewhere private can make these shots feel more natural and intimate. This also gives you the perfect moment to reflect on your day together.
- **Group shots** – How often do we get everyone we love in one place? Save those memories of the people you love in the beautiful setting you chose for your day!
- **Family Photos** – No wedding is the same without the people that made you who you are today. Remind them how special they are to you by having some family photos in stunning surroundings.
- **Staged** – These can be whatever you want them to be; this is where a bit of research comes in handy. Pinterest is your new best friend!
- **Candid** – Mix it up with photos that capture the real essence of you, your day and your guests. Don't worry about the camera, just have fun!



WEDDING CHECKLIST

extra details

How about some additions to your day? Extra's can tie your day together, and add more fun and excitement for your guests!

ITEM	DESCRIPTION	BOOKED?
Wedding Favours	Personalised gifts to remember the day!	<input type="checkbox"/>
Kid's Corner	Create a kid's universe to keep them busy! What about colouring, games, sweets?	<input type="checkbox"/>
Snacks	Having snacks keeps you and your guests hunger at bay between ceremony and reception!	<input type="checkbox"/>
P.A. Hire	Want to control your own music? Choose your device and playlist, then enjoy!	<input type="checkbox"/>
Assistance	Lots of decorations but not enough hands? Consider hiring an extra help to reduce stress	<input type="checkbox"/>
Easel	Want a table plan or welcome sign? Why not display it on an easel!	<input type="checkbox"/>
Centrepieces	Embrace the vibe of your venue by using centrepieces that tie in your theme	<input type="checkbox"/>
Bud Vases	Have your own flowers but just need some little vases to make your tables complete?	<input type="checkbox"/>
Anything else?	You might decide to make your special day fun-filled with activities that you've enjoyed as a couple.	<input type="checkbox"/>

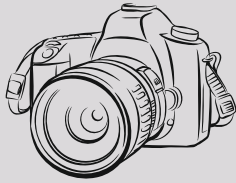


TIMELINE EXAMPLE



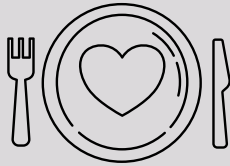
1:00 PM

WEDDING CEREMONY



1:45 PM

PHOTOGRAPHY



3:30 PM

WEDDING BREAKFAST



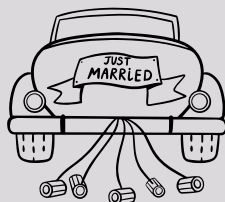
7:00 PM

FIRST DANCE



7:30 PM

EVENING PARTY



12:00 AM

CARRIAGES

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