

Organising a wedding event

Event Timings and responsibilities – add to the table for more tasks!

Task – in order!	Timing – start/finish. How long required?	Who?

This wedding is for a wealthy couple who have hired a wedding planner to arrange their ‘big day’. The wedding ceremony will be in a large Church and the Reception will be in a Castle style stately home. There are two access roads to the estate, both of which pass through stone gates, a small van could pass. There is a helicopter landing pad in the estate.

Put the tasks in order and give them a time allowance.

- Delivering the flowers to the church/reception venue
- Booking the Church and reception venue
- Clearing the tables/chairs/flooring/disco equipment from the reception venue
- Delivering the food/drinks to the reception venue
- Booking the caterers, choosing the food/drinks to be served at the wedding breakfast and evening buffet
- Ordering the wedding cake
- Booking an equipment provider for tables, chairs, outdoor lights and flooring (for disco)
- Booking flowers for the church and reception venue
- Booking the DJ for the evening disco
- Ordering and sending out the invitations to guests