

**Function Proposal**

Phone: Fax:  
 events@rydeparramatta.com.au  
 ABN

Function: **SAMPLE WEDDING SCHEDULE**  
 Client Name: RYDE-PARRAMATTA GOLF CLUB  
 Address: Tips & tricks we recommend for a smooth & enjoyable wedding!

Date: **Saturday, August 1st 2015**  
 Attendees: 0  
 Contact:  
 Phone: BH: 02 9874 1204  
 Fax:  
 Email: events@rydeparramatta.com.au  
 Our Contact: Erin Anderson  
 Facilities: Tudor Room 1 AUG 15 3:00PM to 10:00PM

<b>Schedule</b>	
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3:00 PM	GROOM/ CELEBRANT ARRIVAL *It's always good for the groom to arrive early to greet guests
3:30 PM	CEREMONY *Typically, civil ceremonies are approx 20-30 mins long *If you want to walk down the aisle 'fashionably late', ensure your invite time is 15 mins earlier - it will save you eating into your location shoot time after the ceremony.
4:00 PM	GROUP PHOTOS/ MINGLE WITH GUESTS *Don't forget to allow time for your guests to congratulate you after the ceremony concludes - this takes time! *Just after the ceremony is also a good time to get a big group photo of all your guests as well as family photos - this saves your from doing table shots during the reception. Ask your celebrant to announce group photos and ask guests to remain in the area.
4:30 PM - 5:30 PM	BRIDAL PARTY LOCATION SHOOT *Typically, one hour is a suitable amount of time for on site photos at our venue *Includes chaperoned carts onto our course for your bridal party and photographer/videographer
5:00 PM	RECEPTION COMMENCEMENT (5 HOURS) DJ COMMENCES BEVERAGE PCKAGE BEGINS *Beginning your beverage package a bit earlier means your guests don't have to wait for too long, and you don't have the extra expense of covering a pre-package beverage tab
5:30 PM	BRIDAL PARTY RETURN TO CLUBHOUSE CANAPE SERVICE COMMENCES *We recommend allowing 20-30mins for you and your bridal party to freshen up and have something to eat before you are officially introduced to your your reception
6:00 PM	MC COMMENCES - SEAT GUESTS MC WELCOME/ HOUSEKEEPING *While not essential, an MC helps officiate proceedings and keeps guests informed
6:10 PM	BRIDAL PARTY INTRODUCTION *Your DJ might ask you to pick a song for your bridal party to walk out to - typically this is an upbeat, party anthem style song
6:15 PM	ENTREE SERVICE *Feed guests before commencing speeches or other formalities - you are far more likely to hold their attention if they're not starving! *Allow approx. 30-40 mins to serve, eat and clear entree (varies, dependent upon final numbers)
6:45 PM	MAIN SERVICE *Allow approx. 35-45 mins to serve, eat and clear main (varies, dependent upon final numbers)
7:30 PM	SPEECHES *Allow about 5 mins per speaker for scheduling purposes -ask each person to stick to 4-5 mins

\*If you have 6 or less speakers, we recommend keeping them in one block - the less often guests are called to attention, the more enjoyable the night will be for them

7:55 PM

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DESSERT SERVICE

\*Give guests a break from formalities with a sweet treat!

8:15 PM

CAKE CUTTING  
FIRST DANCE

\*Keep these formalities together so that party time can begin (we'll cut your cake up while you dance, then distribute it to tables on platters)

9:45 PM

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BOUQUET/GARTER TOSS  
FAREWELL FORMALITIES  
GETAWAY CAR ARRIVAL

\*If you are having a bouquet and/or garter toss, leave it until the end of the party - its difficult to get people back on the dancefloor one the music stops and the house lights go on, so this is the ideal time to start winding the night down

\*The most common farewell formality options are the 'Farewell Circle' or the 'Farewell Archway' - pick a song to end your big day!

\*Ensure your getaway car arrives about 15 mins before you want to leave - this allows your bags to be packed and the car to be ready and waiting

10:00 PM

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BEVERAGE PACKAGE CONCLUDES  
DJ/MC CONCLUDES  
RECEPTION CONCLUDES

\*While the party is over, we do allow a resonable grace period at the conclusion of the event for family and friends to collect their belongings and say their farewells

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