

# *Summer Agenda Example*

## **POSSIBLE SUMMER AGENDA WITH A IPM CEREMONY AT HOLNE PARK HOUSE**

### **DAY BEFORE**

- 15.00:** ARRIVAL OF WEDDING PARTY TO SET UP (FLOWERS, FAVOURS ETC.)
- 15.00:** WEDDING PARTY ROOMS AVAILABLE FOR CHECK IN
- 15.00:** ACCOMMODATION AVAILABLE FOR RESIDENTIAL GUESTS TO CHECK IN
- 17.00:** BAR AVAILABLE IN THE INKWELL
- 19.00:** DINNER (E.G. INFORMAL BUFFET) OR OLD SAWMILL CAFÉ BAR OR OFF SITE FOR DINNER
- 23.00:** BAR CLOSES, GUESTS RETIRE

### **WEDDING DAY**

- 08.30 – 09.30:** FULL ENGLISH BREAKFAST FOR ANY RESIDENTIAL GUESTS
- 09.00:** BREAKFAST FOR THE WEDDING PARTY IN THE WEDDING SUITE
- 12.00:** ARRIVAL OF NON-RESIDENTIAL GUESTS. BAR AVAILABLE IN THE INKWELL.
- 13.00 – 13.30:** CEREMONY IN THE DAWSON ROOM
- 13.30 – 15.00:** RECEPTION DRINKS ON THE TERRACE
- 15.00:** ANNOUNCE GUESTS THROUGH TO THE BALLROOM FOR THE WEDDING BREAKFAST.
- 15.15:** WEDDING BREAKFAST SERVICE FOLLOWED BY SPEECHES.
- 18.15:** TEA AND COFFEE SERVED IN THE DAWSON ROOM. BAND/DJ ARRIVE TO SET UP
- 19.00 ONWARDS:** EVENING GUESTS ARRIVE AND ENTERTAINMENT COMMENCES IN THE BALLROOM
- 19.30:** CUTTING OF THE CAKE
- 19.45:** FIRST DANCE
- 20.30 – 22.00:** EVENING FOOD SERVED IN THE TEA GARDEN
- 00.00:** EVENING ENTERTAINMENT FINISHES, BAR CLOSES, GUESTS RETIRE

### **DAY AFTER**

- 09.00 – 10.00:** FULL ENGLISH BREAKFAST IN THE DAWSON ROOM FOR ANY RESIDENTIAL GUESTS.
  - 10.30:** GUEST TO VACATE BEDROOMS.
  - 12.00:** MAIN HOUSE TO BE VACATED ALTHOUGH GUESTS ARE FREE TO USE THE PARK FACILITIES FOR THE REST OF THE DAY.
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