

The Planning Guide

How does wedding planning work?

Although the path for every couple towards a perfectly planned wedding is slightly different the essentials remain the same and involve:

- A tasting meeting with your catering team during which the times of the major events [other than the ceremony!] will be fixed e.g. the drinks reception, wedding breakfast, evening reception etc
- A design and planning meeting with the wedding planner at a point *after* you have signed off your design plan with Ellie; this can be before or after your tasting meeting but in the absence of a design plan cannot happen!
- The final ‘running order’ meeting with the wedding planner which takes place 6 to 8 weeks before the big day arrives!

The Tasting Meeting

We have two designated caterers at Brympton; we suggest that you contact both teams before you decide who you want to work with. Both teams offer free tastings. After your tasting meeting is over you will have the essentials of your day in place in terms of timings.

The Design and Planning Meeting

By this stage your wedding design brief will be signed off with Ellie. During this meeting you will have the opportunity to:

- Walk through the plan with our wedding planner – who needs to check that it works from the houses point of view!
- Explore the drinks options
- Make a start with the task of bedroom allocation

The Running Order Meeting

By this stage all of the major planning decisions will be in place including your design brief, menu, drinks choices, bedroom allocation and suppliers. We allocate half a day for this meeting and prior to it we suggest that you read/download our Running Order document. During this meeting you will actually ‘walk through’ your day with the wedding planner including a rehearsal in either Castle House or the Temple of the Four Winds [if you are getting married on site and are booked for a wedding on the day only].... and that’s all there is to it!!!!

Roles and Responsibilities

Wedding Design and Co-ordination

This team is led by Ellie. The team will produce a bespoke design plan for your wedding and full on the day set up and co-ordination. It will be Ellie [or a member of her team] who will move props around on the day, liaise with external suppliers and act to ensure that your wedding day is a success! Ellie and her team are independent of the house and employed directly by you.

Wedding Planning

This is led by Sara who you will meet during both during the Wedding Design and Planning meeting and the Running Order meeting [if you haven't met her before when you had your show round!]. Sara is primarily responsible for ensuring that your drinks and bedroom allocation is in place, for invoicing and for being the onsite 'responsible person' during your wedding. She is on site from midday on the day of your wedding until after the ceremony finishes. Sara is employed by the house.

Catering Team

Your catering team is responsible for producing your wedding day plan in terms of the crucial timings [drinks reception, wedding breakfast and evening buffet] as well as all of the delicious food that you and your guests will eat on the day. The catering teams are independent of the house and are employed directly by you.

So on the day who's in charge?

Your primary point of contact on the day will be Ellie and the members of her team – she keeps if you like a watching brief over everything to make sure that your day follows her/your designed plan! Your caterers will orchestrate the major events [drinks reception, wedding breakfast, evening buffet] whilst Sara is responsible for orchestrating room check in for your guests [if it's a wedding on the day only and your guests haven't checked in the night before] and liaising with the registrar if you are getting married on site.

I've booked my wedding at Brympton House so what should I do next?

Get in touch with Ellie and talk to the catering teams. There is no point in contacting Sara before your design plan is in place – so here are the contact details that you need!

Ellie – elliestylesbrympton@hotmail.co.uk

Parkers Catering – 07970 937452

Dine with Style – 01761 439483

Notes