

Planning your Ceremony at Ayscoughfee Hall



Ayscoughfee Hall
Museum and Gardens

To make sure everything goes smoothly for your ceremony, we will meet with you and go over the plan for your big day. We will check your requirements and draw up a plan for arrangements before, during and after your wedding day. To help with this, please have a think about the following things:

The Wedding Party:

Please let us know all the important people involved in your wedding day, including anyone with particular jobs for the day – e.g. anyone dropping things off such as flowers, refreshments, decorations catering etc.:

This might include:

- Groom
- Bride
- Registrar
- Best Man/Men
- Bridesmaids
- Ushers
- Mother of Bride/Groom
- Father of Bride/Groom
- Wedding photographer
- Number of guests (max of 40, not including you!)

Decoration and Hall Dressings:

How would you like the hall dressed? Our standard set up is for chairs with white chair covers. We can also provide coloured organza or plain hessian chair bows.

- How would you like the chairs laid out?
- Do you want bows for the chairs and what colour?
- Do you have a particular seating plan and if so, do you want any chairs reserved?
- Do any guests need access?
- Do you want any other decorations for the hall – e.g. flowers?

Ceremony Plan:

We will also need to know the plan for your day. So please have a think about how you want your ceremony to go. This can be as casual or structured as suits you!

Getting to the Hall:

How are you getting to the Hall – will you have a wedding car? This can be parked in the front of the hall, but you will need to check the car fits!

Do you or any of your guests need assistance with access? We may be able to assist with disabled parking if needed

Meeting with the registrar

Prior to your ceremony you need to be interviewed by the registrar. This can be together or separately, so you will need to let us know what you'd like to do.

The ceremony:

Will you enter together or separately?

- With or without wedding party (bridesmaids, best men, parents)?
- Do you want a big reveal for your partner or the guests?
- Do you want your guests already seated, or will you all go in together?

Music:

Would you like music? What's your playlist going to be? (non-religious music allowed)

Do you want music playing:

- whilst your guests are waiting
- music playing as you each enter
- signing the register
- in the background of your reception
- we have a CD player, with outputs, available but if you are using an mp3 player or phone we will need to check this will work with your equipment

Refreshments

- Are you having refreshments?
- Do you want refreshments before your ceremony?
- Do you want refreshments after your ceremony?
- Do you have a caterer or someone helping set up the refreshments?

Although we are unable to provide catering and do not have catering facilities we are able to provide:

- Tables and tablecloths
- Tea, coffee and mugs
- 40 glasses & water jugs

You will also need to consider how you want to serve food, and will need to bring any plates, cutlery, napkins, serving trays etc.

Please note that we are unable to store food, therefore we would recommend that you bring cool boxes and ice-blocks to store anything you need to keep cool (these can be stored in the room, hidden under the tables and tablecloths)

Although we cannot store food, we can store and set up any non-perishables the day before, to minimise what you need to bring on the day. We do have a small fridge and as such we are able to store and pre-chill a couple of bottles of wine/juice prior to the event (6-8 bottles depending on size).

Before the Wedding Day and setting up:

Normally we will prepare your room(s) the day before the wedding, so we are able to store any non-perishable items for you the day before. For example this might include music, decorations, tableware, glasses and bottles of drink. If so who will do this, what are they dropping off and when will this be (during opening hours)?

- Schedule of when and who will drop off things for the wedding
- Do you need to come in prior to the wedding to set anything up?

Schedule and timings on the Day:

Time of arrival for your party including:

- Groom
- Bride
- Guests
- Registrar
- Other key people such as Wedding Photographer & Refreshments / Caterers

Ceremony timings:

- Meeting the Registrar
- Ceremony start and finish
- Signing register
- Refreshments
- Wedding photographs
- End of ceremony and event.

After your ceremony

Of course, we don't expect you to clear up straightaway! Although some people choose to pack up and take everything away the same day, we are more than happy to help by storing non-perishable things for you (please remember we cannot store food). Depending on what you'd like to do, we can help clearing and packing up at the end of the day, and we will store your things ready for collection.

We would generally leave everything ready for collection in the Garden Room (where reception is held) and ideally we'd expect people to collect things the next day, but depending on what you need us to store and when you'd want to collect we can arrange to store things for collection in the following week. This will be agreed with you when we draw up the plan for the day.

What's next:

Once you've worked out how you'd like your day to go, and you've met with the Hall Wedding Coordinator, we will help by drawing up a plan and schedule for the day, including timings, based on your requirements. We will do this a few weeks before your wedding and check this through with you to make sure nothing has been forgotten and every thing goes to plan on your big day.