

Sample and Sample

Your Lartigolle wedding plan – version 3, July 2010



About this document

This document contains the detailed plan of your wedding stay here at Chateau de Lartigolle. The document will be updated in the weeks leading up to the wedding and will be used by all Lartigolle staff on the day. It is important that you are happy with everything contained within it, so please say if you are unsure or unclear about any of the details. Each of the items listed below refers to a cost with the same title in the estimate.

The document should be read in conjunction with the cost estimate document also provided. Together they give an accurate and up to date description of costing for the entire event.

Specific items that require a response or decision have been highlighted in yellow.

Planning and organisation

We are here to make sure that your big day runs smoothly and that you can relax and enjoy yourself. This plan is a working document that captures all the key details of the event. It will be used in the run up to the event and on the day by all Lartigolle staff. It is essential that all the key details are captured within.

The cost of the planning and organization service is included in the estimate and will not change unless your plans change radically from what was originally agreed and a significant amount of extra time is required from us. If we feel this is the case and need to charge you an extra fee for our time we will raise the issue with you for discussion.

Your wedding booking details

Your wedding date		Bride and groom	
Saturday 11 Sept. 2010	Sample and Sample		
	Number of resident guests		Arrival date
	Total Guests 23 Children 5 Babies 2		Thursday 09 September
	Number of wedding guests		Departure date
Total Guests 81 Children 3 under 12 Babies 4 under 2 (plus 1 infant)		Monday 12 September	

ITEM 1: Your accommodation

The accommodation charge and wedding location fee that we have agreed, entitles you to the sole occupancy of the main château and the wing bedrooms for the duration of your stay as well as the communal areas and entire grounds and facilities for all your wedding day guests.

Extra nights. The minimum booking is three nights for all weddings but if you would like to come earlier or extend your booking we can offer you individual room rates or a reduced rate if all rooms are to be occupied.

Housekeeping service. Our housekeeper will come in each morning bringing fresh croissants and baguettes and set up breakfast for the resident guests. She will spend the morning tidying bedrooms and making beds, also cleaning the communal rooms of the chateau and cleaning the kitchen. The cost of housekeeping is included in your accommodation charge.

Room allocation. Use the form below to add your guest details so that we can prepare the rooms in advance and are ready for the arrival of your party.

Room description	Guests name/s	Arrival date	Departure date
Nutmeg	Damian and Jess	Thursday 9 th Sept	Monday 13 th Sept
Black and White	Chris and Sue Murray-Wicks (Jess' parents)	Friday 10 th Sept	Monday 13 th Sept
Green	Andrew and Henrietta Murray-Wicks	Friday 10 th Sept	Monday 13 th Sept
Blue + Travel cot	Charles, Juliette and Evie* Oakshett *22 month old baby	Friday 10 th Sept	Monday 13 th Sept
Red + Wooden cot	Ben, Charlotte and Mathilda* Warnes *22 month old baby	Friday 10 th Sept	Monday 13 th Sept
Family	Noel, Philomena, Tiernan and Rosalind Sheehan	Friday 10 th Sept	Monday 13 th Sept
Studio	Mike, Caroline, Madeleine, Genevieve, Xavier, Ignatius Crean	Friday 10 th Sept	Monday 13 th Sept

Hummingbird	Mary McGee (Damian's Sister)	Friday 10 th Sept	Monday 13 th Sept
Magnolia	Jon and Emily Noakes + Samuel (2yrs) Will bring own cot	Friday 10 th Sept	Sunday 12 th Sept

SPECIAL REQUESTS	<ul style="list-style-type: none"> We have two cots that can be used, one is a travel cot and the other an old fashioned wooden cot. Would you like to use them? Yes please: Wooden Cot in Red Room Travel cot in Blue room
------------------	---

ITEM 2: Your itinerary and catering plan	
Below are the details of the main catering plans for each day of your stay with us.	
PRE WEDDING BOOKING	Thursday 09 September
	Jessica and Damian arrive – Around midday You will cater for yourselves.
WEDDING BOOKING DAY 1	Friday 10 September
Guest arrival	Your first guests should be arriving about noon.
Breakfast	You are self catering so we will not provide a breakfast unless you ask us to. Please can you provide breakfast for Jess and Damian.
Lunch	We will prepare a light buffet lunch for those guests that are here served about 12.30pm. Pates, cheeses, ham, pickles and salads with baguettes. The buffet will be kept fresh for other arriving guests until about 2.30pm Please confirm the number of guests requiring lunch – Jess to confirm. I have a note that you have said there will be 20. Is that correct? Yes

<p>Saving the chateau for the big day!</p>	<p>We normally encourage our resident guests to go out to eat in the Friday night. This serves two purposes; firstly, it saves the chateau for the main event, the wedding day. Secondly, we will need to use the kitchen to prepare the wedding meal and therefore it is tricky to be catering for a meal and preparing for the Saturday at the same time.</p> <p>There are a number of restaurants that we can recommend, depending on the size of the group. All these restaurants will need to confirm bookings and menus in advance. Our favourites are:</p> <ul style="list-style-type: none"> ● Auberge du Rantaures, Lussen – 10 minutes <i>This is a suburb family run French, regional restaurant. Chef Lionel cooks on an open fire in the restaurant and everything is sourced locally and is of great quality. They can only cater for up to 30 people.</i> ● Chateau de Engalin, Mauvezin – 30 minutes <i>One of the most original looking restaurants in the region. The dining room has a very modern but friendly feel with an eclectic mix of the old and new and a terrace for alfresco eating. Chef Marwan, a good friend of ours, produces simple, elegant and consistently gorgeous food while being a charming host. They can cater for up to 70 people.</i> ● Chateau de Camille, St Jean de Comptel – 25 minutes <i>Another contemporary restaurant set in a great hall in a converted Chateau with good outside space. They have an imaginative menu that puts a twist on some of the local favourites. Capable of catering for larger groups up to 90+.</i>
<p>Supper</p>	<p>You like the idea of all of the chateau residents, and maybe one or two others, eating at the AUBERGE DE RANTAURES, in Lussen.</p> <p>We will need to confirm this once budget is known.</p> <p>Please confirm the time you would like the table booked (earliest 7.45pm) and the number of guests. We will also need to know if you will have any vegetarians or people with other allergies. A fixed price menu will be confirmed in advance.</p> <p>We are thinking about whether it would be possible to have drinks somewhere in/near Auch where people could come and join us ie. Is there a nice bar/cafe/auberge where people could pop in and out? We could organise nibbles etc for people there.</p> <p>Have you had any further thoughts about using Bar Daroles? I know you spoke to them but did you book anything?</p> <p>Yes we would like to use it. Please can you contact the owner to book a table for our family/wedding party for 35 people please for 7.30pm – an outside table on the patio area please.</p> <p>We are telling our guests to also book tables directly with the restaurant if they want to eat there. Can you let the owner know so that he can give them tables near our large family table outside. There could be as many as 40 extra guests booking tables themselves so can you make sure the owner is clear/happy about this.</p> <p>Your tables have been booked for 35 people and a set menu agreed - emailed 1 September. Other guests can book direct but will be offered the a la carte menu.</p>
<p>DAY 2</p>	<p>Saturday 11 September – Wedding day!</p>
<p>Breakfast</p>	<p>Breakfast will be prepared and served by us from 8.30 am but will need to be cleared by no later than 10.00am to allow us to prepare the chateau for the wedding.</p>

Lunch	<p>You will encourage all the resident guests to go out for lunch.</p> <p>You also discussed arranging some activities – Quad biking and golf are popular. Please let us know if you would like us to book anything – numbers and time required.</p> <p>Nothing to be booked. All guests are to head to Auch for lunch.</p> <p>We will have some baguettes, ham and cheese for the band (4) and photographers (2)</p>
The wedding	The details of the wedding meal is covered later in this document
DAY 3	
	Sunday 12 September
Breakfast	Breakfast will be prepared and served by us from 9.30 am
Lunch	<p>Yes, of course we could do something simple for you. We would suggest a buffet with all you have suggested with perhaps some nice pates and a simple salad too.</p> <p>We agreed that it would be served about 12/12.30. Emma and I will confirm a menu shortly based on the 12 Euros per head we have in the budget.</p> <p>Lunch will be: Totillas with bayonne ham, garlic and onion served with a tomato, red onion and basil salad and a green salad with walnut. Cheese and fruits will be served after.</p> <p>Are you happy to use plastic cutlery and cups and paper plates as well as paper tablecloths for the brunch? We would have to hire extra if not and have not included in current estimate. Can you confirm.</p> <p>Yes that's fine.</p>

DEPARTURE	Monday 13 September
Breakfast	<p>Breakfast will be prepared and served by us from 9.00 am</p> <p>Guests will depart.</p>

ITEM 3: Your wedding

This section covers all the details of your wedding day.

TIMING AND LOCATION	Within the Chateau building and the grounds there are a number of locations that can be used for the various stages of the wedding day. These are the most frequently used options:
----------------------------	---



The courtyard
For the perfect outdoor wedding ceremony we can create an aisle and altar area within the cool shade of the two grand chestnut trees.



The back terrace
The back terrace overlooking the beautiful Gers countryside makes another great option for the wedding ceremony or the champagne reception.



The grand salon
The magnificent grand salon can seat up to 60 people in comfort for the wedding breakfast or can be used for the wedding ceremony.



The cellars
Sitting directly beneath the main château, the newly refurbished thirty metre long vaulted cellars can be used either for the wedding ceremony or the meal and dancing for up to 120 people.

For your wedding day we have agreed the following timings and locations

Stage	Time	Location	Length	Notes
GUEST ARRIVAL	3.00pm	Courtyard	0H30	Soft drinks to please be served for guests.
THE CEREMONY	3.30pm	Courtyard	0H30	30 mins – Celebrant is Karen
THE RECEPTION	4.00 pm	Back Terrace	1H30	
THE MEAL	5.30/6pm	Courtyard	2H00	
ENTERTAINMENT	8/8.30pm	Courtyard		
FINISH	1.00am			We are happy with this finishing time.
PLAN B	Ceremony	Reception	Meal	Dancing
	GRAND SALON	SALONS	CAVE	CAVE
THE SPEECHES	We discussed the idea of speeches being held during the meal, possibly after the starter and main courses or during the reception. Please confirm Father of the Bride – At end of drinks reception Groom – After Starter Best Man – After Main course			

YOUR CEREMONY	
CEREMONY VOWS	Karen Knapton is our Celebrant and is creating our service.
THE DETAILS OF YOUR CEREMONY	<p>Ceremony chairs to be facing gates. 'Reserved' tags (we will provide) to be placed on front 2-3 rows for family on each side. Friend (Ayla) singing entrance song with 'Ave Maria' backing music on iPod. Karen (Celebrant) to conduct service. 3 x readings. Song 'Better Together' Jack Johnson to be played on iPod as leaving ceremony. Head Usher will control iPod.</p> <p>Jess and Damo to lead guests towards back terrace. Jess and Damo then to start their photos at front of the house then ushers and best men will gather family etc for group photos at front of house. The photographers and best men will have a list and organize this.</p>

MENUS	Being in the heart of one of the major agricultural regions of France, our approach to catering for weddings is to draw on the best of the local ingredients. This ensures that your guests experience an authentic and original taste of the South West of France.			
WEDDING MEAL GUEST NUMBERS	TOTAL SEATED 81 + 2 photographers	FULL MENU 80	ALTERNATIVE 01 1 x mushroom tartlet now needed only. No other alternatives now.	CHILDREN 03 under 12 04 under 2
	<p>Please can you confirm any of your guests who have food allergies or need an alternative menu created – vegetarians, glucose intolerant etc</p> <p>When we met you said there was the following requirements for alternative menus:</p> <p>This has changed – now only 1 x mushroom tart needed for starter. Otherwise all eating full menu.</p> <p>Did you want a special menu for the children and the babies? Please confirm. No thank you 3 x children – will eat standard food 4 x babies – parents will arrange if needed</p>			

<p>CANAPES Average - 4 per person</p>	<p>You liked the idea of a combination of our rustic platters and canapés. We also discussed having more of these and not having a starter. Please confirm your final choice.</p> <p>Can you please confirm regarding the Rustic Platters – are these adequate to have instead of canapés? Are they replenished during the reception?</p> <p>We have served them instead of canapés in the past and they have worked well. Yes we do replenish them. We can discuss this more when you visit and give you some samples to try. I have changed estimate to rustic platters instead of canapés. You could have a mixture if you wish</p> <p>Mixture of half (?x3) canapés each and rustic platters (?5 x platters ie. For 50 people) sounds great. Can we try these canapés – Duck breast/ Smoked Mackerel/ and Figs - and rustic platter when we come please?</p> <p>Your final choice is:</p> <ul style="list-style-type: none"> ● Mint and Pea shots ● Duck blinis with crème d’Isigny and black cherry jam ● Fresh fig and saverin <p>+ 5 x rustic platters</p> <p>Perfect.</p>
<p>STARTER</p>	<p>Pending new 2010 menu. Coming soon!</p> <p>Like the sound of the Duck starter or possibly Cod, and Mushroom Tartlett for Vegetarians. Great to try sample when we come if poss. Also be great to see new menu when ready in case we do see something else. Thank you!</p> <p>You chose our new starter:</p> <ul style="list-style-type: none"> ● Gravelax with beetroot and dill served with creamed horseradish and beetroot jelly. <p>Perfect.</p>
<p>OPTIONS</p>	<p>1 x mushroom tarts served with rocket with a balsamic and hazelnut dressing.</p> <p>Now only 1 x mushroom tart please – for Alice Barran</p>
<p>MAIN</p>	<p>Lamb spit roast – Yes please!! Please do book him.</p> <p>See service notes below</p>

SALADS	<p>Two salads pending new 2010 menu. You can try these when you visit – great thank you.</p> <p>Love the sound of Rocket with pepper salad and Broad Bean salads please!</p> <p>With potatoes please - ? how served and possibly little bit of couscous good?</p> <p>You chose:</p> <ul style="list-style-type: none"> ● Broad bean and lardon salad ● Roasted garlic with green and yellow beans (if available) <p>or Rocket, garlic and pinenut</p> <p>Served with Ratte potatoes!</p> <p>Do you still want cous cous, we are not sure that you need it? – No couscous, just potatoes.</p>
OPTIONS	No peppers now needed.
DESSERT	<p>Other dessert options are also to be suggested ? A light fresh dessert – pending 2010 menu. Noted but are you sure you want a dessert AND a cake?</p> <p>We are not sure about this – can we chat about this when we come out and once we know rest of menu.</p> <p>Jess’ mum (Sue) will supply the wedding cake to hand out after dessert. There will be one large cake for cutting and a number of smaller cakes to hand out.</p> <p>To be served with red fruits and cream</p> <p>Perfect.</p>
CHEESE	<p>Yes – Cheese choice to be confirmed</p> <p>Please advise names of local cheeses to be served. We will give you a selection to sample when you visit.- lovely thank you!</p> <p>To be served later in the evening.</p> <p>The cheese we will serve will be Saverin and a local Brebis with baguettes and fruits</p> <p>Perfect.</p>
COFFEE/TEA	We would normally only serve tea or coffee to those that request it.

SERVING NOTES	<p>Canapes will be served on the back terrace during the reception</p> <p>The spit roast lamb, once carved, will be served from platters presented to guests at the table. The potatoes and salads will be on the table for guests to help themselves.</p> <p>The wedding cake will be presented to you and your guests for photographs and then returned to the kitchen to be plated and served with the red fruits and cream</p> <p>The cheese will be served later in the evening from the buffet.</p>
OTHER IDEAS	<p>Please add any other catering ideas here</p> <p>One bottle of Armagnac to be served with the cheese. Noted</p> <p>The menu is to be written on blackboard and placed in the courtyard</p>

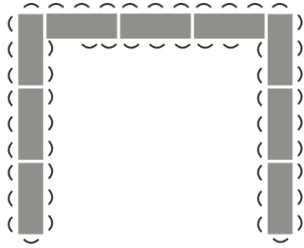
DRINKS	<p>The table below shows the allowances that we have agreed for drinks supplied over the weekend. For all other days we will set up an honesty bar and the drinks consumed will be charged to individual guest's rooms at the end of their stay. We will leave notes in each of the rooms explaining this.</p> <p>All quantities are estimates, you will only be charged for what you drink and we will always have extra in stock.</p>	
Stage	Quantity	Drink
PRE CEREMONY	20	Soft drinks
	TBC	Elderflower (We will provide)
	3 jugs	Cucumber and mint water in jugs
RECEPTION	75 We think 80x guests drinking x 4 glasses each = 320 glasses? Please advise.	Cranberry and sparkling wines cocktail
	30	Soft drinks
	3 jugs	Cucumber and mint water in jugs
MEAL	35	Pellehaut white – agreed
	35	Pellehaut rose – agreed
	25	Pellehaut red – agreed

	14 jugs	Cucumber and mint water in jugs - agreed
	1 glass per person	Champagne for toast given by Best Men after main course (before cake/dessert)- Yes please
BAR		
We have thought of having a cocktail in a large bowl or jugs (e.g. Punch bowl/Pimms type drink) for after dinner in addition to the bar drinks listed. Can you please advise if you can do this and if so what would you recommend?	15	Pellehaut white – please confirm split of wines – agreed
	10	Pellehaut rose
	10	Pellehaut red
	110	Bottled beers – will there be extra available if needed?
	60	Soft drinks
	1	1.5L bottle of Armagnac
	50	Seabreezes (9 jugs)
SUNDAY		
	4	Pellehaut white – please confirm split of wines – agreed
	4	Pellehaut rose
	4	Pellehaut red
	40	Bottled beers
	40	Soft drinks
	Please advise Are you planning to cover all the drinks on the Sunday or would you like us to provide a cash bar? I have added a recommend amounts based on 60 people here and included within the budget for now. Thank you - sounds fine for now. Can confirm once hear your thoughts on Brunch idea. Would you like us to set up a cash bar on the Sunday? No. We will cover all.	
OTHER IDEAS		

TABLE SET UP	We have certain table set up styles that we believe work best within the Chateau environment – Classic French bistro crockery and cutlery, slated chairs and trestle tables. Simple flowers arrangements in vases, jars or jugs. Little touches of detail here and there, but letting the beauty of the chateau and courtyard do all the work!
---------------------	--

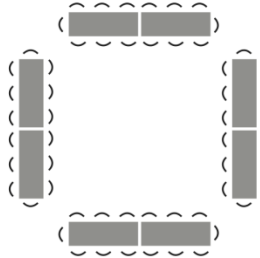
TABLE LAYOUT

We have trestle tables and chairs for up to 120 people or we can hire in round tables if you prefer. Below are some of the table arrangements that we have used in the past. Please indicate your preference by writing **'This one'** in the box under the preferred layout.



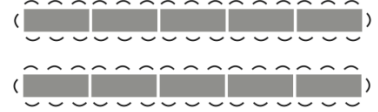
The horseshoe

Very popular with small and medium sized weddings as it allows everyone to feel close. The width and length can vary to suit a range of guests numbers



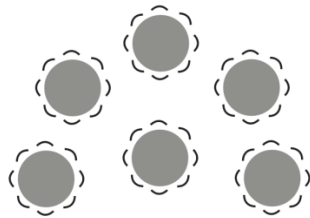
The square

An unusual and elegant solution. The corners can be marked with potted trees and a table can be placed in the centre for a display of candles or flowers.



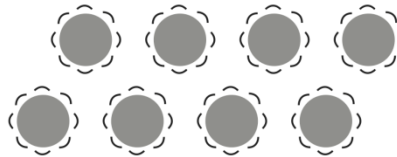
1,2 or more lines

This is a very classic French country style layout, used at all the country fetes. Informal, authentic and a very social.



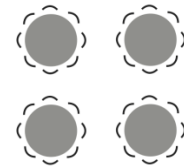
The crescent

A good solution for round tables with the bridal party on the centre table so everyone feels close.



Lines of round tables

A more formal solution with line of tables stretching down or across the courtyard. Can look very elegant.



Small formation!

For smaller groups a simple square layout of round tables is hard to beat

This one but with a circle of tables surrounding two central tables. 9 tables of 10 people

NOTES

We have to hire in round tables so I have included the costs for this in the new estimate. The charge is based on 11 x 10 seater round tables. To help with your overall budget we have significantly reduced our charge for the remaining use of chairs, cutlery and crockery. Thanks Nick, that looks great and we appreciate you reducing the cost.




Now 9 x 10 seater round tables.

If the meal is to be held in the grand salon then the most efficient shapes to use are the horseshoe or two lines of trestle tables. The maximum we can seat in the grand salon is 60.

The cave will easily seat up to 120 or more but the width of 25 metres restricts the layout to lines of tables, either round or trestle. – If we need to be in the Cave as back up, 2 lines of round tables would be fine. **Noted.**

GENERAL TABLE SETTINGS

Below are pictures of the cutlery and crockery that we have in house and the glasses that we would normally recommend hiring in. Unless you say otherwise we will assume you are happy to use these. Linen is always white and plain.





			
<p>The cutlery Called 'Vieux Paris', it conveys the quality and feel of the golden age of French cuisine.</p>	<p>The crockery Simple classic crockery in a very pale off white colour.</p>	<p>The glassware Again, simple classic wine and water glasses and tumblers</p>	<p>The chairs Bistro style slatted chairs suit the relaxed feel of the weddings we like to host.</p>






<p>SPECIFIC SETTING IDEAS</p>	<p>There are always individual tailored elements to each wedding table setting, whether it is the way the napkins are tied or how name places are presented. And, of course, the flowers! Here is the chance for you to tell us your ideas...</p>
-------------------------------	---





<p>NAPKINS</p>	<p>White cotton napkins – tied with ribbon and a sprig of rosemary or ? lavender Not sure we will get lavender in September, We will confirm. Plain – no pattern Also look into being tied with pearls</p> <p>Napkins – tied with green and white ribbon with a sprig of rosemary</p>
----------------	--

<p>PLACE NAMES</p>	<p>No specific ideas yet but would like placed onto the table</p> <p>Place names – Luggage tags on natural colour string handwritten with calligraphy pen with brown ink. String supplied by Lartigolle.</p> <p>Ribbon and tags in the post for Emma with a name list for the tags. I have also posted an additional 25 x tags to have 'Reserved' written on please and to be placed on front 2-3 rows on each side for ceremony.</p> <p>These have arrived!</p>
--------------------	--

TABLE PLAN	<p>Unless you produce your own table plan. Lartigolle will produce a simply designed table plan based on your seating plan. An excel spreadsheet can be supplied to help you produce your version of the plan.</p> <ul style="list-style-type: none"> • I have seen a seating plan attached to a covered antiqued mirror/frame which looked really nice, will try to find a photo. <p>Will you supply the plan? We are looking for a frame to use. All to be confirmed – thank you. Yes, we can do the plan, thanks.</p> <p>Can you supply a version of your table plan for us to work from. Can you also send a copy of your invitation so we can design the plan to look similar. No problem, good idea. Will email and send hard copy also.</p>
OTHER IDEAS	Please add any other ideas you have...

FLOWERS		With the natural beauty of the Chateau and its grounds, in particular the courtyard, our recommendation is to use flowers that are in season and have simple but stylish arrangements.	
<p>SEASONAL FLOWERS</p> <p>The flowers shown below are the ones that we would recommend based on our experience from previous weddings. If you have other specific requirements please make a note and we will try to source them for you. If you would like our selection just add 'These please' under each picture and add any colour comments.</p>			
			
<p>Pionies <i>Available – May/June</i> One of our favourites, beautiful large heads and wonderful green leaves. Great to work with. We can get them in white and pink.</p>	<p>Coloured Pionies <i>Available – May/June</i> As well as the classic white pionies we can also order them in these wonderful shades of pink.</p>	<p>Classic roses <i>Available – All year</i> Beautiful classic roses always look fabulous. In white, off white or dusty pink they work well on there own or with other flowers – shown here with a white hydranga.</p>	<p>Gladioli <i>Available – All year</i> Great for large structured arrangements. Comes in various colours but we prefer white.</p>

			
<p>Hydranga – White/Green <i>Available – All year</i> These are one of most popular flowers, wonderful to use alone in big bunches or mixed with other like the cream roses shown here.</p>	<p>Hydranga - Blue <i>Available – All year</i> As well and the white/green variety we can also order them this vibrant blue (shown here with white pionies) and a cerise pink.</p>	<p>Thistles <i>Available – All year</i> An unusual and elegant option if you want your flowers to feel a little different. We can order them in this wonderful blue/lilac shade.</p>	<p>Iris <i>Available – All year</i> Another of our favourites, the beautiful blue iris make a dramatic and colourful arrangements.</p>
			
<p>Lilac <i>Available – May/June</i> The lovely draping quality of lilac add drama to these large displays especially when mixed with something large and dramatic like the hydrangas shown here.</p>	<p>Ornitogale <i>Available – Sept/Oct</i> The very pretty little white flower heads with lime green foliage means these will work well either on their own or mixed with other flower. Seen here with classic white roses.</p>	<p>Stocks <i>Available – All year</i> Lovely simple flower that works really well in simple arrangements, nothing else needed. We can also order them in a pretty pale pink</p>	<p>Lillies <i>Available – All year</i> An elegant solution and always a favourite. We used then for the most wonderful brides bouquet recently. Striking and different.</p>
<p>OTHER IDEAS</p> <p>Please add any other flower ideas here.</p> <p>Is there a photo available of the hydrangeas with a hint of lilac which Emma described please (rather than then blue ones above)? Also I am keen on looking at what the options would be for other lilac flowers please – if we can find something, think I would prefer lilac, white and green (of the leaves) rather than just the green and white previously discussed.</p> <p><i>All to be confirmed. We can discuss this when you visit.</i></p> <p>We discussed:</p> <ul style="list-style-type: none"> ● Green and white hydrangeas ● Lysinths and stocks ● Ornitogale ● Possible Veronique if no muflier <p>I like the above flowers as discussed, however due to the increased cost in the budget we would like to simplify the arrangements. Can you please give me a quote for 1 x central arrangement per table only (in addition to the previously discussed flowers around the courtyard etc).</p>			

CONTAINERS	We have a number of different options for containers to hold your arrangements - from classic glass vases, to jugs and kilner jars. If you would prefer us to source something else for you please make a note and we will do our best to find it for you.		
			
<p>Glass vases and goldfish bowls We have these classic medium sized vases and also lots of the smaller goldfish bowls. They look particularly good when clustered in groups.</p>	<p>Jugs Very classic French country style. They look particularly great when used with a lovely natural display of wild flowers</p>	<p>Kilner jars These make a rustic and very different feel, adding interest to the look of the tables. The smaller ones look great with large flower heads and the larger ones work well for candles.</p>	<p>Rustic Pails For larger displays we have a selection of these lovely rustic pales. Great lining the aisles or placed on the steps to the chateau.</p>
OTHER IDEAS	<p>White jugs please – can you please confirm if you do have enough?</p> <p>I think we only have 8 of these, but will confirm. We may be able to get more?</p> <p>A mixture of all containers to be used. Goldfish bowls, white jugs and kilner jars on the tables. Big arrangements in the rustic pails</p> <p>Pewter jugs filled with hydrangeas tied to the trees.</p> <p>Fill urn at top of stairs with flowers</p> <p>As above, please quote for 1 x central arrangement only per table. Prefer small kilner jars if you have enough?</p> <p>if we return to 1 x central table display we will no longer need the extra jugs. I would like to use the small kilner jars for this single display on the table if you have enough and think these would work? I would still like the pewter pails on the trees please. Hopefully this should make it simpler to arrange and cheaper?</p>		

FLOWER ORDER	In the table below is the confirmation of your final flower order. We need to know your full requirements 3 weeks before your wedding date. We need to agree flowers for all types of arrangements – Bouquets, buttonholes, tables, aisles and altar etc.		
Flower	Quantity	Colour	Types of arrangement
Big hydranga head	1	White	1 x Brides Bouquet – tied with green and white striped ribbon
Small hydranga heads with Ornitogale	4	White/green	4 x Bridesmaids
Ornitogale - poss with a bit of hydranga	5 x8 please	White/green	5 x Buttonholes 8 please
Mix of all flowers	10	White/green	Rustic Pails
Mix of all flowers	2	White/green	Urns
Mix of all flowers	9	White/green	Table decorations

MUSIC AND DANCING	We can arrange as little of the music and dancing or as much as you like. We have a local band who often play during the reception and the early part of the meal. We have samples of their music. We also have a sound systems and unique 'carpet dance floor' to denote the dance area in the courtyard.
GUEST ARRIVAL	We will have our sound system set up for when guests arrive and can either play some of our choice of background music or something that you supply. iPod or band that we have sourced. Noted

<p>FOR THE CEREMONY</p> <p>The Bride will enter to:</p> <p>The ceremony will end to:</p> <p>During the ceremony:</p>	<p>Please confirm</p> <p>Ave Maria - sung by a friend with iPod accompaniment. She will need the Amp and microphone set up please.</p> <p>Jack Johnson on the iPod.</p> <p>One song sung by a friend with/without iPod accompaniment. Is this still planned? No. Only as above during entrance, no song during ceremony.</p> <p>All noted</p> <p>Head Usher, Tom, will be in charge of the iPod.</p>
<p>FOR THE RECEPTION</p>	<p>This will depend on the band we source – if able, we may have some music or if not then possibly no music.</p> <p>Noted</p> <p>Band to arrive and do sound check at 11am for courtyard and to then move equipment away for ceremony and photographs. They can reset up during the reception.</p>
<p>DURING THE MEAL</p>	<p>Our sound system will be set up in the courtyard with a mixer for ipods or laptops. No music during meal.</p>
<p>AFTER THE MEAL</p>	<p>You have said that you will be using ipod/laptop for the late night music and dancing</p> <p>We will set up the carpet dance floor under the trees for dancing after the meal – can you please confirm if this will be large enough for 100 people? We will make sure it is. Perfect, thank you.</p> <p>We will provide a live band for the post meal entertainment followed by iPod playlists. Noted</p> <p>Pending confirmation from Nick re: cost for hire of drum kit, 2 x amps, 2 x mic stands and PA system Now you have had costs and confirmation of the equipment shall we place the order? As per previous email, yes please confirm this. And thanks for arranging van for transport also. Equipment has been booked</p> <p>The first dance will be sung by a friend. Will she need a microphone? She will be using one of the microphones you are hiring for the band.</p>
<p>OTHER IDEAS</p>	

HAIR AND MAKE UP	We have an English speaking lady who will come to the chateau or we can book appointments at the local salons and beauty parlours
FRIDAY	No requirement
SATURDAY	<p>Please give details of local salons for wider family staying at the Chateau to go to - ? in Auch.</p> <p>There is a large (ish) salon in the centre of auch that we have used before. We will need to book in advance. We can discuss further when you visit.</p> <p>Thank you – i think we will have 3 x family members who will want to book but will confirm with you asap. Depending on below possibly plus bridesmaids?</p> <p>Possibility of English speaking woman coming to Chateau for Jess, mother and bridesmaids. Please can you provide details - Jess would like a hair trial if poss during one pre-wedding visit?</p> <p>We can plan for the hairdresser to be here when you next visit. We will need to give her as much notice as possible.</p> <p>That would be great, thank you. Please could you arrange this and please can you give us an idea of cost. Ideally hair for Me, Mother of bride, and 3 x bridesmaids would be ideal. If too many, bridesmaids could possibly go to salon.</p> <p>Annie will be here to do Jessica and bridesmaids and Mother of the Bride (6 x people in total). Lartigolle to book appointment for 5 others for wash and blow dry only. Perfect.</p> <p>We will confirm the times asap. Please note that we will have to pay a deposit to secure the appointments as we have had a number of past guests who have cancelled at the last minute. Ok.</p>

LIGHTING	Our approach is to put candles and lanterns everywhere but if you have other specific ideas please add them here
WE WILL PROVIDE	<ul style="list-style-type: none"> • Church candles on the chateau steps • Lanterns on the courtyard wall • Up-lighters for the main chateau doors • White lights in the chestnut trees • Fairy lights in bushes • The sparkly heart over the drive

OTHER IDEAS	We will not use the standing lamps as discussed.
STAFFING	Based on our experience, and the quality of service we would like to provide we recommend the following:
SATURDAY – DAY	9 staff
SATURDAY – NIGHT	3 staff
SUNDAY - DAY	6 staff – to be confirmed depending on number of guests. Confirmed 82 on Sunday.

PHOTOGRAPHER	Our recommended photographer is noted below but you can always bring your own.
	We have arranged 2 photographers to come out with us (friends of friends). They will arrive at the house mid morning on Saturday. They may pop along on Friday to see the venue if ok.

TRANSPORT	It is vital that we organise all the transport to and from the Chateau in advance. Being out in the middle of the countryside it is very difficult to get taxis or coaches without them being pre booked.				
ALTERNATIVE ACCOMMODATION	These are the locations for your other wedding day guests. We should have most people's accommodation soon so will let you know – we are going to ask for people's accommodation on Invites so will have this info about June time. Could you please reserve the transport in the meantime until know numbers/exact locations.				
Location	Where	Number of guests	Method	Collection time	Return time
Les Charmettes	Auch	11			
Chateau Beaulieu	Miramont d'Astarac	15			
Chateau Peyloubere	Pavie	8			

Hotel de France	Auch	7			
Bastide de Lasalle	Montegut	4			

We discussed the idea of staggered arrival of coaches to take guest back after the wedding. One at 12 and one at 1am.

Total 51 passengers – other either at Chateau or Ferme or driving

**We will obtain prices for two trips – one at 12 pm and the other at 1 pm.
Thank you.**

BABYSITTERS	We can organise babysitters for you and your guests. Please add any requirements here
FRIDAY	Yes please – 1 x babysitter for x 1 or 2 toddlers (will confirm asap) from 7pm. The parents have asked who the babysitter is please? Noted
SATURDAY	4 x babies under 2 – babysitter required between 7-12 pm. Perfect.
SUNDAY	No

OTHER INFORMATION	Some important things you should know.
--------------------------	--

PAYMENTS	<p>There is a deposit schedule at the end of the cost estimate document attached. The deposit payments are divided up and paid in installments in the months leading up to the wedding. The initial three deposits are based on a percentage of the total accommodation costs.</p> <p>Depending on our cashflow at the time it may be necessary to ask you for further payments to help us cover some of the outgoing costs that we have to pay to local suppliers. We will try to give you as much notice as possible if this is to be required.</p> <p>Any balance of payments are always due at the end of your event.</p> <p>We can take payments by credit card, bank transfer or a Sterling cheque. There are occasions where we may need some of the payments to be made in cash. Again, we will give you as much advance warning as possible if this is the case.</p> <p>In the unfortunate event of a cancellation after you have paid a deposit then the following policy applies.</p>
CANCELTION POLICY	<p>The payment of the initial deposit secures the dates of your stay with us, they will not be made available to other guests. However, if you do need to cancel your booking after paying your deposit then we will apply the following cancellation policy:</p> <p>Cancellation anytime up to 12 months before your arrival date:Your deposit will be refunded in full less a €250 Euro administration charge.</p> <p>Cancellation anytime between 12 months and 6 months before your arrival date: Your accommodation deposit will be refunded in full less a €500 Euro administration charge, but only once we have taken a new booking in its place. If we do not get a replacement booking then 50% of the deposit you have paid will be refunded at the scheduled arrival date.</p> <p>Cancellation within 6 month of your arrival date: Your accommodation deposits will be retained in full unless we obtain a replacement booking in which case your deposit will be refunded less a 75% cancellation charge.</p> <p>Any deposits made to other suppliers will be ruled by each suppliers' own terms</p>
EVENT INSURANCE	<p>We have put in place a specific insurance policy that covers any unforeseen events that may effect your wedding day.</p> <p>We have asked the insurance company for a summary of all the aspects it covers, if you would like to see this list please just ask.</p>