

VR Rotorua Lake Resort Wedding Checklist

1. Start a wedding folder if you haven't already.
A wedding folder helps you keep all important information in one place so nothing is forgotten or misplaced. It also makes for a nice trip down memory lane in years to come.
2. Work out your budget.
It's important to know what you can spend and then you allocate values to activities that are the most important to you like food, beverages, 'the dress', and of course guests...
3. Pick your wedding party.
Choose those nearest and dearest to you, they will work hard for you to make your day wonderful.
4. Guest list!
This can be the easiest part – and the hardest part! If your budget is restricting the number of guests you want then consider changing your menu around or setting a cash bar.
5. Hire a planner if you need too.
VR Rotorua has a superb Wedding Coordinator available to help with your planning. They are an experienced team and will help you pull your wedding event together with ease and professionalism.
6. Reserve your venue and date.
Remember not every wedding needs to be on a Saturday afternoon. Consider a Friday evening or why not have a weekend long destination wedding so you can spend time with all your guests and not be rushed.
7. Book your celebrant and other suppliers like photographer, hair and make-up.
VR Rotorua can assist with recommendations for local suppliers. Use people you trust and ask for references and examples of previous weddings they have worked.
8. Decide your menu
It's not just the food but the style of dinner you need to decide on. Cocktail party, buffet, set menu, degustation menu...
9. Arrange accommodation
This is simple at VR Rotorua, we can have 44 rooms of different configurations so most, if not all, of your guests can stay at the wedding venue.
10. Send invitations
Let your guests know about your fabulous wedding venue and just how much fun they will have at your destination wedding. From catamarans to kayaks, peddle boats and pentanque they will certainly be entertained at VR Rotorua.
11. Work with VR Rotorua to arrange floor plan, seating plans, decorations, ceremony set up and arrange any additional activities for your guests. Ensure the wedding team have a list of all the suppliers you are using so they can help with arrangements on the day.

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- ❖ Confirm the date with a \$1000.00 deposit
- ❖ Confirm either just reception or ceremony and reception
- ❖ The budget _____
- ❖ The theme _____
- ❖ Estimated number of guests _____
- ❖ Head table number _____
- ❖ DJ or Band? _____
- ❖ Menu. Set menu or Buffet? _____
- ❖ If ceremony outside...how many chairs and what decorations

- ❖ Decorations for tables/reception. Using a hire company?

- ❖ Any accommodation required for guests? How many rooms to put aside + rate.

- ❖ Corkage fee _____
- ❖ How many bottles of wine/champagne brought in _____
- ❖ Beer selection (3) _____
- ❖ Bar tab? _____
- ❖ Seating plan
- ❖ Run sheet
- ❖ Send run sheet and plan away to bride for confirmation
- ❖ Any little last details to run over?
- ❖ Give menu to chef 1-2 weeks out
- ❖ Order required liquor 1 week before
- ❖ Order hire items 1 week before
- ❖ Roster accordingly
- ❖ Check with bride 1 week before for any final details to be known
- ❖ Cancel rooms upon brides approval 1 week out

12. Sit back, relax, and enjoy your wedding!