



Sam & Alex

The Old Rectory
12 Church Lane, Bowral, NSW

FULL WEDDING RUN SHEET

01 — Wedding Details

WEDDING DATE	Saturday 13th March 2027
CEREMONY VENUE	The Old Rectory, 12 Church Lane, Bowral, NSW
GUESTS' ARRIVAL TIME	3:30pm
CEREMONY TIME	4pm – 4:30pm
COCKTAIL HOUR VENUE	The garden terrace
COCKTAIL HOUR TIME	4:30pm – 6pm
RECEPTION VENUE	The Old Rectory, 12 Church Lane, Bowral, NSW
RECEPTION TIME	6pm – 11pm
GUEST COUNT	100
MC	Ben Walsh · 0400 000 009

HOUSEKEEPING NOTES

Sample runsheet from Managing Matrimony — built by the runsheet wizard from a handful of answers. Yours rebuilds itself when a time changes.

02 — Bridal Party

SAM'S BRIDESMAIDS	Jo Whitfield, Priya Patel, Grace Kelly
ALEX'S GROOMSMEN	Tom Nguyen, Luca Romano, Noah Walsh
SAM'S PARENTS	Margaret & David Whitfield
ALEX'S PARENTS	Lien & Minh Nguyen

03 — Vendors

VENDOR	SUPPLIER	CONTACT NAME	CONTACT DETAILS
Venue	The Old Rectory	Events team	events@theoldrectory.example 0400 000 001
Photographer	Lumen Studio	Sam Chen	studio@lumen.example 0400 000 003
Videographer	Reel Love Films	Mara Lumière	mara@reellove.example 0400 000 004
Celebrant	Georgia Hill Celebrant	Georgia Hill	hello@georgiahill.example 0400 000 002
Hair & Makeup	Daniela MUA	Daniela R.	daniela@mua.example 0400 000 005
Florist	Petals & Stems	Jo Petal	jo@petals.example 0400 000 006
Musician	The Hudson Collective	Hudson	bookings@hudson.example 0400 000 007
Cake/Dessert	Sweet Pea Patisserie	Mae Sweet	mae@sweetpea.example 0400 000 008
MC	Ben Walsh	Ben Walsh	ben@example.com 0400 000 009

04 — Agenda

TIME	MOMENT	WHO	WHERE	NOTES
<i>Preparation</i>				
11:00AM	Breakfast for Bridesmaids	Sam's Bridesmaids	Bridal suite, The Old Rectory	
11:00AM	Breakfast for Groomsmen	Alex's Groomsmen	The Coach House, Bowral	
12:00PM	Florist arrival	Petals & Stems (Florist)		
12:00PM	Groom & Groomsmen into suits	Alex's Groomsmen	The Coach House, Bowral	
12:00PM	Photographer to arrive	Lumen Studio (Photographer)		
12:00PM	Videographer to arrive	Reel Love Films (Videographer)		
12:10PM	Makeup Artist Arrival & Set-Up	Daniela MUA (Makeup Artist)		
12:20PM	Groom Detail Shots	Alex	The Coach House, Bowral	
12:30PM	Groom Portraits	Alex	The Coach House, Bowral	
12:40PM	Makeup for Bride	Sam, Daniela MUA (Makeup Artist)	Bridal suite, The Old Rectory	
12:50PM	Groom & Groomsmen Portraits	Alex's Groomsmen	The Coach House, Bowral	
1:00PM	Bridal Detail Shots	Sam	Bridal suite, The Old Rectory	
1:10PM	Groom Family portraits	Alex	The Coach House, Bowral	
1:10PM	Hair Stylist Arrival & Set-Up	Daniela MUA (Hair Stylist)		
1:40PM	Hair for Bride	Sam, Daniela MUA (Hair Stylist)	Bridal suite, The Old Rectory	
2:00PM	Bouquets & buttonholes delivered	Petals & Stems (Florist)		
2:00PM	Cake to arrive	Cake		
2:00PM	Take bouquets out of water and dry	Petals & Stems (Florist)		
2:25PM	Bride into dress	Sam	Bridal suite, The Old Rectory	

2:25PM	Hair & Makeup Touch Ups	Sam, Sam's Bridesmaids, Daniela MUA (Hair Stylist), Daniela MUA (Makeup Artist)	Bridal suite, The Old Rectory	
2:35PM	Bride & Bridesmaid portraits	Sam's Bridesmaids	Bridal suite, The Old Rectory	
2:55PM	Bridal Portraits	Sam	Bridal suite, The Old Rectory	
3:00PM	Celebrant to Arrive	Georgia Hill Celebrant (Celebrant)		
3:15PM	Bridal Family Portraits	Sam	Bridal suite, The Old Rectory	
3:30PM	Guests arrive for ceremony			
3:45PM	Alex departs for ceremony	Alex	The Coach House, Bowral	15 min travel to ceremony · from The Coach House, Bowral
3:45PM	Guests Seated			
3:55PM	Bride, FOB & Bridesmaids Arrive at Ceremony	Sam's Bridesmaids	Bridal suite, The Old Rectory	
3:55PM	Groom & Groomsmen Aisle Walk	Alex's Groomsmen	The Coach House, Bowral	
3:55PM	Sam departs for ceremony	Sam	Bridal suite, The Old Rectory	5 min travel to ceremony · from Bridal suite, The Old Rectory

Ceremony

4:00PM	Ceremony to Commence	Sam, Alex		
4:02PM	Bridesmaids Aisle Walk	Sam's Bridesmaids		
4:05PM	Bride Aisle Walk	Sam		
4:20PM	Exchanging of Rings	Sam, Alex		
4:25PM	Certificate Signing	Sam, Alex, Georgia Hill Celebrant (Celebrant)		
4:25PM	Recessional - Husband & Wife	Sam, Alex		
4:30PM	Ceremony Ends			

Cocktail Hour

4:30PM	Cocktail Hour Commences			
4:30PM	DJ to Arrive	The Hudson Collective (DJ)		
4:35PM	Congrats & Hello with guests	Sam, Alex		
4:40PM	Flowers Repurposed into Reception	Petals & Stems (Florist)		

4:40PM	Group Photo with guests	Sam, Alex
4:40PM	Guests to Cocktail Hour	
4:45PM	Canapes Served - Roaming	
5:00PM	Wedding Party Photos	Sam, Alex, Sam's Bridesmaids, Alex's Groomsmen
5:45PM	Beverage Package Commences	
5:45PM	Guests to walk to Reception & Take Seats	
6:00PM	Cocktail Hour Ends	
<i>Reception</i>		
6:00PM	Reception Commences	
6:05PM	Guests Seated	
6:10PM	MC to welcome and announce housekeeping	MC
6:15PM	Breads/Grazing Served	
6:15PM	Parents of Groom Entrance	Alex's Parents
6:16PM	Parents of Bride Entrance	Sam's Parents
6:17PM	Bridesmaids Entrance	Sam's Bridesmaids
6:18PM	Groomsmen Entrance	Alex's Groomsmen
6:20PM	Bride & Groom Entrance	Sam, Alex
6:25PM	Cake Cut	Sam, Alex
6:30PM	Alternate Drop Entrees Served	
7:04PM	Sunset Photos	
7:15PM	Alternate Drop Entrees Cleared	
7:30PM	Alternate Drop Mains Served	
7:30PM	Speech — Father of the bride	
8:30PM	Alternate Drop Mains Cleared	
8:40PM	Speech — Best man	
8:45PM	First Dance	Sam, Alex
8:45PM	Speech — Maid of honour	
9:00PM	Dancefloor Open	
10:00PM	Late Night Cocktails Served	
10:50PM	Final Song	

10:55PM Dancefloor Ends

10:55PM Sparkler Exit Sam, Alex

11:00PM Beverage Package Concludes

11:00PM Late Night Snack Served

11:00PM Take wishing well!

11:00PM Reception Concludes