



AUDLEY DANCE HALL
CAFÉ & EVENTS

WEDDING TIMELINE



*Not sure what happens when while planning a wedding?
Don't worry we are here to help and guide you through it all.
Follow our simple steps and your event organising will be seamless at Audley Dance Hall.*

George our wonderful Event Manager will be your point of contact from viewing through to delivery. She is your go to person for any question no matter how big or small it is. No question is a silly one. George will help you through the process in designing floor plans, run sheet, menu choices etc. She has a wealth of knowledge and experience in the wedding industry and will make your event as smooth and seamless as you have always imagined.

Step 1

You have confirmed Audley Dance Hall as your wedding venue, **Exciting!**

You will be sent a link to a wedding client section of our website.

Located in the section are some very helpful documents. FAQs, sample run sheets, sample floor plans, sample menus and our amazing recommended suppliers.

You can access this page on the website as many times as you need. It will be your go to spot when questions pop up.

You will also be given a unique link to your personalised wedding documents that you and George will work on throughout the lead up to your event. If you're not sure how to use a Google document please call us and we will run through how to use it over the phone.

Step 2

Take some time to review the information on the website and please call if you have any questions

Step 3

Sending out your invitations or save the date cards.

Your final numbers are due 5 weeks prior to your wedding. You should put an RSVP date of 7 weeks prior to your wedding as you'll always be chasing people for the RSVP's. If you're putting timings onto your invitation please see step 5 (example timings)

Step 4

You will start to look for suppliers for your wedding.

On our website we have a recommended supplier list. Listed on here are some great suppliers that we trust will meet your expectations. They know the Audley Dance Hall and the National Park well, they will be able to advise you on what works and what doesn't work.

If your suppliers have any questions please pass on your Event Managers details and they can call to discuss any questions.



Step 5

Starting to think about timing for your wedding for your wedding invitations Your ceremony start time is going to depend on the time of year.

We recommend the following start times for you ceremony. December - March:

4/4:30pm

April: 3:30/4pm

May - August: 2:30/3pm

September - November: 3:30/4pm

For example

Ceremony 4-4:30pm

Post ceremony celebration 4:30-5:30pm Reception 5:30-10:30pm

Optional 1 hour extension 10:30-11:30pm (\$350 + bar tab)

There can not be any gaps between ceremony & post ceremony and post ceremony & reception beginning. We provide a seamless event flow.

Talk with your celebrant about how long your ceremony will go for as we do just allocate the 30 minutes. If your ceremony is going to go for longer please advise the Event Manager and we can look at adjusting the timings.

Step 6

Have you chosen your ceremony location?

As soon as you have chosen your ceremony location please let the Event Manager know so they can book this in with National Parks. Think about a second option incase your number 1 pick is not available.

Step 7

6 months from wedding date

Now is a good time to start to look at your event checklist and look at the information we are going to need from you. Some of the details you wont be able to complete until after your menu tasting evening which is the next step.

If you have time to fill out some of your event details it will get you thinking about what's to come.

Step 8

Roughly 2/3 months from wedding date

You will be invited to a Menu tasting for the 2 of you and 4 guests. This evening is generally held on a Wednesday or Thursday night as we host this around the other events in our calendar. The evening is shared with another nine couples and their guests.

It is designed to give you a taste on what's to come, try some canapés, sample the wines, share a delicious feasting mains and soak up the Dance Hall lit up at night. It's also a great opportunity to ask any questions to our events staff working on the night.



Step 9

After you have attended the menu tasting evening it is the perfect time to continue to fill out your event checklist and start to finalise the details of your wedding.

Step 10

Two months from your wedding date your second deposit is due

Step 11

6 weeks from wedding date

The Event Manager will require the following documents to be finalised. You will have already started working on these with the Event Manager.

Documents to be finalised:

Event checklist

Floor plan

Run sheet

Menu along with your guests dietary requirements

Step 12

Our Event Manager will contact you to arrange a final appointment to go through your upcoming wedding. This is generally done 5 weeks from wedding date. The meeting will go for approximately 30-45minutes. Don't forget to bring along your completed event checklist

Step 13

Your Final invoice is due to be paid 4 weeks from your wedding date.

Step 14

Day before your wedding

If there is not an event on the day before your wedding we endeavour to give you access between 9am-3pm.

If the weather is looking glum for your wedding day, now is the time to give the Event Manager a call and they will discuss your wet weather options for your ceremony. It's nothing to stress about we take care of everything.



Step 15

It's your wedding Day!!

You have access to the Dance Hall from 7am.

We look forward to making your wedding day as special as you have always imagined. Don't hesitate to call us with any last minute questions.

Step 16

Congratulations you're married.

We hope your event was a success and you enjoyed celebrating with your family and friends. Your styling bump out has to be done by 10am, don't forget to collect any left over cake.

