



Your Wedding at the Australian Botanic Garden, Mount Annan

Your wedding ceremony is quickly approaching! Our run sheet is designed to ensure that every moment of your special day flows seamlessly and beautifully.

With attention to every detail, we strive to create a magical and stress-free celebration, allowing you to fully immerse yourself in the joy and romance of your wedding day – we request as much detail as possible to assist with this.

EVENT DETAILS

Event Name and Number	
Venue	
Date	
Site Hire Time/s	
Ceremony Start Time	
Number of Guests	
Couple's Names	
Contact Number	
Email	

SUPPLIERS

ROLE	BUSINESS	NAME	EMAIL
Contact on the Day			
Co-ordinator			
Celebrant			
Photographer			
Film			
Stylist			
Florist			
Other:			

Your Wedding Day



THE EVENT SCHEDULE

SET-UP		
TIME	WHO	DESCRIPTION
<i>e.g. 10am</i>	<i>e.g. Botanic Events</i>	<i>e.g. Set-up of arbour</i>

CEREMONY		
TIME	WHO	DESCRIPTION
<i>e.g. 11:30am</i>	<i>e.g. Botanic Events</i>	<i>e.g. Post-Ceremony Canapes begin serving</i>

PACK UP		
TIME	WHO	DESCRIPTION
<i>e.g. 2pm</i>	<i>e.g. Botanic Events</i>	<i>e.g. Pick up of Arbour</i>

Your Wedding Day



EVENT QUESTIONS

We're nearly there! Just a few more questions, and we'll be ready for your special day.

	YES/NO
Do you require parking permits? (Connections Garden only)	
Do your suppliers require vehicle escorts? (Lakeside Lawn, Marquee Lawn, Bowden Centre)	
Do you give BGOS permission to use photos for print, publishing, social media?	
Is power access required? (Connections Garden, Lakeside Lawn, Marquee Lawn, Sunken Garden, Herbarium Forecourt)	
Did you book a package with the Australian Botanic Garden?	
Do you require additional chairs in your ceremony package? (comes with 20x white chairs)	
Would you like to book in a wet weather back-up venue, if not already booked?	
Will there be a ceremonial fire as part of your proceedings?	
Have you passed on the induction to all suppliers?	

Please ensure that all details are filled in accurately to help us make your wedding ceremony a truly unforgettable experience. If you have any questions or need further assistance, feel free to contact our wedding coordination team.

FAQs and terms & conditions are found on our website: <https://www.botanicgardens.org.au/venues-and-lawns/all-venues-and-lawns/venue-hire-terms-conditions-botanic-gardens-sydney>

Submit your completed form to the team at mtannan.events@botanicgardens.nsw.gov.au

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