

Wedding Process Under COVID restrictions

(Updated 15.05.21)

This will need to be continually reviewed in line with government restrictions / advice as its ever-changing.

The Head of Events / Head Chef (HOE) is responsible for ensuring that all aspects of the wedding process run smoothly - supported by the Food & Beverage Manager (F&B Manager) / Supervisors (Evening and Day), Kitchen team, Bar Supervisors and general hospitality staff.

Wedding Coordinators (WEC) is responsible for the organisation and planning of the wedding and for the delivery of the wedding ceremony on the day and managing the room ensuring the wedding meets the couple's expectations.

All staff to clock in and out using EPOS on shifts.

Preparation before the Wedding:

1 Month

- HOE to complete meat and other food orders and to order any fruit for the bar that may be required. Please make sure Whiteheads are given as much notice as possible.
- HOE to order drinks and gas / anything else required for the event i.e. disposable cutlery, napkins etc.
- Final Planning Meeting and Final Functions sheet to be completed by WEC and distributed to Celia, HOE, F&B Manager, Supervisors.
- Staff rotas to be completed by HOE and published for the month ahead.
- HOE to convey wedding timings and requirements for the month ahead to the following:
 - Pete Vose
 - Sue Holden
 - Bobby
 - Paula (cleaner)
 - Steve Whitehead
 - Any necessary suppliers

2 Weeks

- WEC to ensure the table plan is drawn up in line with any relevant government guidance.
- Functions meeting – F&B Manager, HOE and WEC.

1 Week

- Quick run through – F&B Manager, HOE and WEC.
- HOE to make sure that the staff bag the ice weekly and put in freezer.

1 Day

- Office Manager / WEC to organise drop off of any props etc. from the couple.
- Bar checks to be completed – fridges properly stocked; straws; glasses etc.

Day of Wedding:

Overview:

There are broadly two teams for the day of a wedding – a day team and an evening team.

The day team are responsible for the set-up of the venue and the first half of the wedding, approximately until the end of turn around. This is to be supervised by the Hospitality Supervisor.

The WEC is responsible for the delivery of the ceremony and ensuring the wedding meets the couple's expectations.

The evening team are responsible for the wedding feast (also known as wedding breakfast / reception) and evening do and are to be supervised by the F&B Manager.

There should be somewhat of a crossover between the three areas to ensure that there is an effective handover between the areas and a smooth transition of service between the teams.

Example of Staff Rota for Wedding:

Day and Evening Guests: 80; Ceremony: 2:00pm; Feast: 5:00pm; Evening Food: 9pm

Staff to arrive 4 hours before the wedding to start room set-up – all staff to wear masks and do lateral flow tests before their shift.

| Start Time | Staff | End time | Notes |
|-------------------|---|-----------------|---|
| | Kitchen Team Pete | | Kitchen team arrive Pete to sort out animals and outdoor preparations HOE to inform Pete of any major furniture moves in Barn |
| 10am | 1x Day Hospitality Supervisor 2x Staff | 5pm | To set up and transform the venue To follow set up procedures for bar etc. |
| 12.30 pm | Covid Marshall arrives | 8pm | This is a food supervisor (someone responsible) – this person will be responsible for Track and Trace and ensuring temperature checks of all guests |
| 12.30 pm | WEC arrives | 5pm | WEC will be the person who greets the couple and will lead the ceremony WEC to check the venue is set up according to the couple's requirements WEC to greet the Registrar and liaise with early arriving guests and the groom. |
| 12.30 pm | 1 x floor staff | 8pm | Staff member to act as Covid Marshall – responsible for Track and Trace and temperature checks |

| | | | |
|--------|--|------------------------|--|
| 1pm | Guests start arriving | 7pm | Day Hospitality Supervisor to work on the Wheatsheaf Bar and start serving drinks supported by the two members of staff who were involved in the venue set up – they will take drink orders and payments Covid Marshall will be responsible for track and trace |
| 2pm | Wedding Ceremony | 2.45pm | WEC to be responsible for running the wedding ceremony Day Supervisor to be responsible for getting welcome drinks ready and liaising with the kitchen re. canapes |
| 2:30pm | 1x bar (Bar); 1x floor (Canapes) (Food Service) | 9pm | Welcome drinks served Day Supervisor continues to run the Wheatsheaf Bar |
| 3pm | 1x floor (Canapes) (Food Service) | 10pm | Canapes served Day Supervisor to run the Wheatsheaf Bar |
| 3.30pm | Pete / Sue | | Animals |
| 3pm | 2x floor (Turnaround) (Food Service) Kitchen Porter | 11pm Kitchen Finish | Day Supervisor runs the Wheatsheaf Bar Room turnaround managed by the WEC Supported by Pete |
| 4pm | F&B Manager Bar Supervisor | Finish | F&B Manager, HOE and WEC meeting to handover Bar Supervisor arrives to start setting up Barn Bar and preparing wines to be served / drinks for the table Day Supervisor runs the Wheatsheaf Bar |
| 7pm | 2x bar | Finish | |

Day of Wedding Breakdown (ceremony 2pm)

8.30am: Pete arrives

- Sort out animals and outside
- Set up of Barn according to instructions

10am: Set-Up Team arrives (4 hours before start of wedding): 1 Day Hospitality Supervisor & 2 staff

- Set up of the Barn according to instructions left
- Greet any suppliers i.e. cake, flowers, photographer
- Sanitising station at both entrances
- Staff directions are written on the whiteboard
- Walkie talkies have been issued to Chef / Kitchen Manager and other key staff members
- Hollywood sign has been completed
- Sanitiser units full throughout the farm
- Set up Wheatsheaf Bar
- Coffee machine set up in Wheatsheaf Bar
- Ensure wine required is chilling

- Sort out water bottles
- Table numbers must be placed on all tables in Wheatsheaf Bar and sanitiser tent cards on all tables with hand sanitiser on every table (bar and barn)
- Toilet doors and other doors to be propped open throughout
- Put stuff from previous wedding in the Bride collection room of the Prop Shed.
- Brew Station Set up with sanitiser next to it
- Set up the Wheatsheaf Bar, Barn Bar and Horse Trailer (if open)
 - Cutting up fruit for bar tray/welcome drinks
 - Ensuring enough glasses are in the Wheatsheaf and Horse Trailer
 - Check that there is milk in the fridge for both buildings
 - Make sure there is a supply of trays to carry drinks to tables
- Ensure that the sauces and butters are sorted by liaising with the Chef – must ensure to wipe the edges of the jam jars so that there are no marks
- If poor weather – check that enough umbrellas are in the Wheatsheaf
- Check all staff working have had lateral flow tests done and tests received.
- All staff to complete Track n Trace information and temperature checks
- All staff must wear a blue mask
- All staff to bring their own bowtie to a shift and pick an apron

12.30pm: WEC arrives 30 minutes before guests start arriving and checks:

- Venue is correctly set up in line with planning notes
- Doors must be left open to ensure good ventilation
- WEC to greet photographer and show them all the areas for good photos and brief about Barons Farm if booked

12.30pm: Covid Marshall arrives - this person sets up Track and Trace and scanners for temperature checks and checks ventilation in all areas and to explain to guests that there is no bar service, table service only. **Throughout the wedding, Covid Marshall must be seen wiping door handles etc. and constantly sanitising.**

COVID RULES LEVEL 3:

- While people are eating or drinking they **HAVE** to be seated and table service only – inside and outside.
- While guests are not eating or drinking and standing up, they **MUST** wear a mask. They don't have to wear a mask outside and can stand and mingle if they don't have food or drink.
- Guests can stand and mingle inside but they must not have a drink in their hands or food.
- The Bride and Groom do **NOT** have to wear masks
- Seated service only – no bar service.
- The rule of 6 does not apply at weddings – people do not have to sit in their bubbles
- No dance floor or dancing
- All staff to wear masks and have lateral flow tests
- Llama Boudoir to remain shut
- Indoor entertainment is allowed including singers / DJ's but low volume to discourage shouting, no singing, communal dancing, chanting.
- You must ensure adequate ventilation
- Everyone must take part in NHS Test and Trace and QR code must be displayed at all entrances
- Toilet doors need to be propped open and any other doors which are used frequently by customers

or staff

1pm: Partner 1 arrival / Guests Arrival:

- Track and trace to be undertaken for all guests together with temperature checks – Covid Marshall welcomes guests and ensure everyone uses sanitiser and temperature checks and wear masks - the Bride and Groom do NOT have to wear a mask.
- Partner 1 arrival: WEC to:
 - Greet partner 1 and show them around the Wedding Barn to confirm that they are happy with the set up. Following this, they should be shown to the Wheatsheaf and told that they will be required to meet the registrar when they arrive.
- Guests start to arrive: WEC to:
 - Ensure that Covid Marshall is on meet and greet.
 - Day Hospitality Supervisor will be behind the bar ready to make up drinks and staff who did the set up will be ready to take orders and payments.
 - All guests must be seated at tables and serving staff to take orders at tables

1:30pm: Registrar arrival

- WEC to:
 - Alert Hospitality Supervisor upon arrival of the Registrar via walkie talkie that the guests will be moving up to ceremony in approx. 10 minutes so that they can alert those purchasing drinks.
 - Greet Registrars and offer them a drink. Ask them where they would like their chat with partner 1 and partner 2 to take place.
 - Give the registrars the ink
 - Collect partner 1 for chat.
 - Show whoever has been assigned to do the ceremony music (i.e. best man) how to do so.
- At 1:40, Hospitality Supervisor starts encouraging the guests to move up to the Wedding Barn (with the help of WEC). Guests to be informed that they cannot take drinks up and to leave them on their tables.
 - Example of announcement: "Ladies and gentlemen please will everyone make their way to the Wedding Barn to take their seats for the wedding ceremony. Staff members to make sure everyone leave their drinks in Wheatsheaf Bar area. You may need to make a second announcement."
 - Member of staff to be assigned to Barn entrance to ensure drinks are not taken into the Barn and show people to seats if needed and ensure that all guests are sanitising.

1:50pm: Partner 2 Arrival

- WEC to:
 - Greet partner 2 and ensure that the registrars are ready to speak to them.
 - While the registrar is speaking to them, ensure that the Bridal Party is ready to go and all in the bottom bar area of Barn and ensure social distancing is observed.
 - Liaise with photographer regarding confetti shot – if the couple are having one or decide back up plan if it's raining. Only individual confetti portions should be thrown from individual packets to ensure Covid rules.

- Ceremony starting. WEC to:
 - Stand at the bottom of the steps and tell each member of the bridal party when to go, leaving suitable gaps.
 - Alert Hospitality Supervisor that ceremony has started and instruct them to ensure that welcome drinks are being prepared.
 - Alert Chef if canapes are required.

2:00pm: During ceremony

- Bar staff to:
 - Ensure that welcome drinks are being prepared, using jam jars with string, bottled beers (if required), straws, ice and non-alcoholic versions.
 - Glass collect indoor and outdoor but ensure not to take any drinks that guests have left to drink when they get back.
- WEC to:
 - Remain in the Wedding Barn to be on hand for if any issues arise and keep an eye for when the ceremony ends.
 - Notify Hospitality Supervisor when the register is being signed and to show the couple's where their welcome drinks have been placed.

2:30pm: After ceremony

- WEC to:
 - Show the couple where their welcome drinks have been placed. These should not be directly handed to them and the couple must sit down to drink them.
 - Liaise with the Chef to ensure that the canapes are on schedule for the allotted time and ensure that a minimum of two staff members are assigned to serve them.
 - Liaise with Pete and Sue about what time the animals will be out in line with canape time (this also needs to be conveyed to photographer, videographer).
- Direct (and assist with) turnaround using the function sheet, distribute and talk through table plan with Turnaround staff. Staff must sanitise before they commence turnaround.
- Canapes should be served on individual small palm plates – all guests must sit down to eat them.
- Guests to be directed by staff members to go to reception drinks in the Wheatsheaf Bar – all guests must sit down and welcome drinks will be served to guests when they are seated. When guests are served a drink, they must pay for them at the same time.
- Staff placement:
 - 2x staff members for serving welcome drinks and to take drink orders and accept payments.
 - Bar Staff to ensure that staff serving know what the name / ingredients of drinks.
 - 1x Hospitality Supervisor for behind Wheatsheaf Bar to make up drinks – the Supervisor will also be responsible for cashing up the till in the Wheatsheaf Bar before they go home
 - All remaining staff members to be in the Wedding Barn for turnaround and canapes.
 - WEC to ensure that staff are aware of table décor, placement etc.
 - Head of Events / Head Chef to ensure that food service staff know what the canapes are / any allergens and ensure that a separate tray is made up for the couple.

Animals:

Animal handlers **MUST** have hand sanitiser and encourage guests to use sanitiser before touching animals and in particular before touching the leads.

- **Turnaround, things to remember:**

- Under Level 3: there is no requirement for guests to be placed on socially distanced tables.
- WEC is responsible for ensuring that Turnaround goes smoothly and is performed correctly, but they cannot forget about canapes, animals and Wheatsheaf Bar. Also, suppliers could arrive during this time so should be prepared to deal with that. **They need to be aware of everything during this time.**
- Blankets to be removed from bales and folded into blanket box, bales to be stored neatly in blue storage unit at back of barn, arch to be removed if required.
- You will need 3/4 members of staff to turn the room around. (You may start with barely any because they are serving drinks and canapés)
- Staff to stack chairs at side of room. Strong staff member to bring in the rustic folding tables for the top table (if required – to be directed by WEC)
- WEC to ensure that staff position tables as per table plan, position chairs as required.
- Set tables: Table decorations set out according to Bride and Grooms instructions including table names, name cards and favours. There should be no plates - as everything will need to be plated for food service.
- Thrones should be taken out of storage unit if they have been requested by the couple.
- Plates should be checked before being put out and cutlery should be polished.
- Once the room is fully set up, the tables should have:
 - Per place:
 - Cutlery - 2x knives (1 small, 1 large), 3x fork (2 small, 1 large), x1 dessert spoon and one pair of tongs per place setting
 - 1x plate with napkin on top (unless they are in warmer)
 - Glassware – wine glass, water glass, prosecco glass
 - Prosecco glass if prosecco poured pre-seating, if not they need to be taken out ready poured before speeches.
 - Favour from couple
 - Name card
 - If speeches are before the Wedding Feast – F&B Manager to direct staff to fill prosecco glasses just before seating guests



- Per table:
 - Water bottles
 - Salt and pepper
 - Tent card and sanitiser
 - Table number (and table name if couple have provided one)
 - Wine (do not put white out too early to ensure it is still cold)
 - Sauces (do not put out too early to ensure freshness)

Bar Supervisor to arrive one hour before wedding feast commences - they will be responsible for setting up the Barn Bar and ensuring wine and water is placed on the tables.

FOOD SERVICE

F&B Manager arrives one hour before wedding feast commences - briefing / handover to be held with WEC, Day Hospitality Supervisor, F&B Manager and Head of Events / Head Chef – after handover, WEC and Day Hospitality Supervisor (Day Team) will leave and the F&B Manager and Head of Events / Head Chef will run the wedding feast and the rest of the wedding feast.

- Before seating guests, F&B Manager to:
 - Check that music is ready for the Wedding Feast and test microphones (batteries, volume) and ensure that it is ready for the couple to be announced in.
 - Double check that tables are correct and in line with instructions on planning notes
 - Sanitiser tent cards on all tables with hand sanitiser on every table (bar and barn)
 - Alert the Bar Staff 10 minutes before seating so that they know when to stop serving drinks
 - Coordinate with Bar Staff and ask them to help facilitate the movement of the guests up to Wedding Barn (approx. 4:15 movement of guests if Wedding Feast is at 4:30).
- Before seating guests, Head of Events Delivery / Head Chef to:
 - Check that the table plan with any allergens is clearly displayed in the Kitchen.
 - Determine appropriate time for service staff briefing RE table numbers, dishes, allergens (this will depend on whether speeches are before or after the Wedding Feast).
- **Check that plate warmer has been turned on**
- **Check that urn has been turned on**

4:15pm: Movement of Guests to Wedding Barn

- F&B Manager to:
 - Coordinate the movement of guests alongside Wheatsheaf Bar Staff and ensure that all guests go to their seats (should be directed away from the Bar) and sanitise.
 - WEC ensures that couple wait in the bottom bar area of Barn.
 - WEC takes two Polaroid pictures of the couple (1 for testimonial book, 1 for the couple).
 - F&B Manager ensures everyone is seated.
 - Direct staff:
 - 1x staff member to be in Wheatsheaf Bar to clean up and restock bar (need to check toilets to ensure all guests have moved, start to clear up etc.) – must clean and wash all glasses, clean toilets, sweep and mop floors, restock bar, make sure glass washer is turned off, drained and cleaned. Make sure coffee machine is cleaned and turned off.
 - 1x staff member to prevent guests going to the toilet while couple are announced in.
 - 1x staff member at DJ booth ready to turn the music down and play designated song couple have asked to be announced in to.
 - Announce in couple.
 - “Ladies and gentlemen, please be upstanding to receive...”
- If speeches are before the Wedding Feast: F&B Manager to introduce first speech and pass the microphone over. Remember every microphone must be sprayed with Dettol disinfectant spray after each person uses it.

- If speeches are after the Wedding Feast, F&B Manager to:
 - Alert kitchen that couple are seated and confirm that Wedding Feast service can begin.
 - Ensure, alongside Head of Events / Head Chef, that food service staff have been briefed on table numbers, plan for service, food itself and allergens and that they all have white gloves on.

4:30pm: Wedding Feast

- Head of Events / Head Chef to:
 - Oversee the pass on the kitchen end
 - Continually liaise with the F&B Manager– notifying them of allergens coming out, when service for one full table has been completed
 - Ensure that staff are aware of:
 - What table the food is going to
 - What the dish is
 - If they are carrying food for a specific allergy requirement i.e. gluten free, vegetarian
- F&B Manager to:
 - Oversee food service in the room
 - Ask all guests to sanitise their hands before eating
 - Continually liaise with the Chef – notifying them if there appears to be any dishes missing, 5 minutes before clearing tables etc.
 - Double check those with allergy requirements have been spoken to / are sat in the correct seat so that staff can be directed accordingly.
 - Check that all required dishes have been sent to correct table.
 - Ensure that 2x staff members are in the room at any one-time during service – checking waters, clearing any empty glasses, checking sauces and are generally on hand in case a guest has any issues.
- F&B Manager to complete the pass in the kitchen and assist with the clearing and scraping of plates.
- **The couple must always be served first.**

6:15pm: Speeches

- F&B Manager to check that tables have been fully cleared before prosecco is served.
- F&B Manager to coordinate and introduce speeches (if they are happening after Wedding Feast) and should:
 - Ensure that projector is set up (if required – check notes).
 - Introduce the first speech then hand the first speaker the microphone after wiping the microphone with an anti-bacterial wipe or use Dettol spray
- Staff to pre-pour prosecco and bring it out on trays, serving top table first.
 - F&B Manager to check this.
- F&B Manager to plan and coordinate staff breaks.
 - Most staff members can have a break and eat during speeches and those who can take a break during speeches should be informed of this beforehand.
 - Those who cannot take a break during this time should be given the opportunity to have a break as soon as possible following this i.e. x1 bar staff who has had their break to swap with x1 bar staff that hasn't.
 - F&B Manager to coordinate with Chef to ensure that food is not thrown away before all breaks have been taken / all staff members have been given the option to have food.

- F&B Manager to keep an eye out for evening suppliers i.e. band or DJ and show them where to set up and run through rules at an appropriate time.

Evening Guests Arrive

Covid Marshall to ensure Track and Trace and scanners for temperature checks and checks ventilation in all areas and to explain to guests that there is no bar service, table service only. Throughout the wedding, Covid Marshall must be seen wiping door handles etc. and constantly sanitising.

6:45pm: Evening Turnaround * if permitted under COVID *** - no dance floor under level 3 so no evening turnaround so no need to move tables**

- F&B Manager to take a lead on evening turnaround plans. They should:
 - Brief staff with turnaround plan
 - Which tables are being removed completely and where they are going (storage unit or corridor for evening food).
 - Which tables are being moved and where they're being moved to.
 - Let staff know whether chairs need to be moved or taken out.
 - Delegate jobs – clearing tables, moving tables, removing thrones etc.
 - Advise and help with movement of tables and chairs, following any details provided in wedding planning notes.
 - Ensure that there is enough room at DJ side for dance floor.
 - Coordinate with staff to ensure that any required props are in the room and sweet cart is filled.
 - Check in on evening suppliers and check if they need anything.
 - Check that sufficient bar staff are on the Barn Bar to deal with evening guest arrival at 7:00pm.
- F&B Manager to:
 - Ensure that food equipment for evening food is ready.
 - Make sure plates and cutlery are ready.

8:00pm: Cake Cutting and First Dance

- F&B Manager to ensure that guests remain seated for cake cutting and first dance - unless restrictions permit gathering at that point.
 - Announce using microphone if need be.
- Following cake cutting, F&B Manager to cut and wrap wedding cake if required.
 - Cake to be placed in Coca Cola trays and labelled if there are different flavours.
- F&B Manager also to ensure that fire put is lit and marshmallows are put out on skewers (3 per skewer) in Coca Cola tray
- F&B Manager then to ensure that everything is in place ready for evening food service.
- When Covid Marshall leaves, a member of staff has to be responsible for sanitising toilets / door handles etc.

9:00pm: Evening Food

- F&B Manager alongside Chef to oversee evening food – including setting up tables, warmers, plates and cutlery etc.
- F&B Manager to coordinate announcement by DJ/Band to notify guests of when food is ready to be served.
- Depending on the evening food make sure you have plenty of staff around:
 - Hog roast: Head of Events Delivery / Head Chef and sous chef cutting pork up.
 - 2/3 more members of staff one serving the pork on to barn and two serving stuffing, salad and wedges.
 - Usually sous chef does runner duties – i.e. replenishing and dietary dishes.
- Head of Events Delivery / Head Chef will decide when food needs to be cleared. Everything needs to be given back to Chef and pots all given to pot washer. (Chef will store food)
- Evening food under Covid must be served at tables – nobody to walk around with pizza etc. Food to be placed on plates and handed to guests.

After Evening Food / throughout the evening and Before Finish:

- Polish all crockery for next wedding
- Prepare wine for next wedding
- Prepare plates for plate warmer for next wedding
- Restock all bars
- Sort out and make sure throughout the evening you take any dirty laundry (cloths, mop heads, aprons etc.) to the Wheatsheaf and wash in washing machine and dry in tumble dryer
- Reset Brew Station
- Keep an eye on noise levels
- Keep sanitising (Covid Marshall)
- Keep checking toilets are clean and bins empty
- Washing up and make sure any mop buckets, brush pans etc. are washed in last cycle of dishwasher.
- Check kitchen has been cleaned down and all rubbish taken out

1:00am: Close down

- Last orders at 12.45am and music must finish on the 1am on the dot!
- F&B Manager to say goodbye to the couple when they're leaving, congratulate them and let them know opening times for the morning after to collect belongings (usually around 10am).
- **Make sure the couple take any cash home**
- Wash all glasses and then make sure glass washer is turned off and drained.
- Chair cushions to be sprayed
- Tables to be wiped down and all chairs stacked on the top of tables so cleaners can sweep and mop the floors
- F&B Manager to cash up the till and X and z report the till and card machine (supervisor card in till drawer).
- F&B Manager to make sure all electrical items are turned off and all fridges are stocked up at end of night and a list of stock needed is to be written out and left in kitchen for the Events Delivery Manager / Head Chef so they can make a list next day what is needed for next wedding and what needs ordering.
- No food is to be left in the Wedding Barn - please take to the kitchen and wrap up.
- Lock all doors and exits over the farm once all guests have left, turn lights off, make sure kitchen dishwasher is drained, cleaned and switched off.
- Remaining cloths and aprons to be put in laundry basket in kitchen.

- Turn corridor lights off and lock main barn door, take the keys down to the main building and put in key cupboard in reception. Check heating is off in the main building and again all lights are turned off and all doors are locked.
- Lock main door and set alarm.
- Keys to be taken down to Wheatsheaf Barn
- F&B Manager to be the last person to leave the farm and must make sure the electric gate is closed.