

How to Use Cordero (Couples)

1. We will send you an invitation to access your cordero portal – please make sure you accept this invitation as this is how we will communicate with you
2. Once in your portal, you will be able to access your planning documents, see any payments that are due, add your suppliers
3. **As you confirm your suppliers**, please upload these onto your portal – you should also upload their PLC certificate and PAT testing certificates
4. **Before your 6 month meeting** you will need to complete and upload your food choices together with your in depth planning sheet. This will form the basis of your wedding document for the running of your wedding
5. **After this meeting...**you will be able to see your timeline for the day and any other notes that we have discussed and added
6. **Before your 3 month prop store meeting** take a look at the prop store planning form – this document forms part of your function sheet for the day and staff will set up the venue according to this.
7. **After your 3 month prop store visit** you will need to complete all sections of this form and upload onto your portal.
8. **Before your 1 month final meeting** You will need to decide on your table plan set up and your seating plan. Complete the editable seating plan per table ensuring you add any dietary or special requirements
9. **If you are staying in the Snug or Farmhouse** – please complete the booking forms and upload again onto your portal