

Mother's Day High Tea - Runsheet

6:00am - Venue Access

6:00am - Set up to begin

- Tables set according to floor plan
- All tables to be set with glassware, cutlery, menus, table numbers, tea cups, saucers.
- Water glasses to be pre-poured
- Stock bar with all beverages
- Set Beverage stations
- Ensure tea & coffee urns are ready

8:00am - Botanics of Melbourne to bump in floral vases - via loading dock

8:30am - Unplugged Entertainment to bump in - via loading dock

9:00am - CVA technician on site for entertainment

9:15am - Team briefing.

9:30am - Entertainment sound check

9:45am - SEG to staff doors

10:00am - Morning session commences - staggered arrival time every 30 minutes

10:05am - Guests served welcome champagne on arrival

10:15am - Beverage orders to be taken before food arrives

10:15am – Music Set 1 to begin (30 minutes)

10:20am - HT Towers to be served to guests within 20 minutes of sitting.

11:00am - Scones to be served one hour after guests arrive.

11:15pm – Music Set 2 to begin (30 minutes)

12:00pm - Guests from the first session to depart

12:15pm – Music Set 3 to begin (30 minutes)

1:00pm - **Afternoon session commences** - staggered arrival time every 30 minutes

1:15pm - Music Set 4 to begin (30 minutes)

2:15pm - Music Set 5 to begin (30 minutes)

3:15pm – Music set 6 to begin (30 minutes)

4:00pm – Final sitting begins

4:15pm Final music set to begin (30 minutes)

5:00pm – Entertainment finishes, bump out begins. Background music to play through SEG.

5:55pm - Food and beverage service to finish

6:00pm - Event concludes, guests depart

5:15pm - Pack down commences

7:00pm - Venue access concludes