

Your personalised wedding plan

Name and Name

Contact details

Bride: Name | mobile 00000 000 000

Email: name@email.com | skype:

Groom: Name | mobile 00000 000 000 |

Email: name@email.com

Wedding planner: Name | mobile 00000 000 000

Email: name@lartigolle.com

We would love it if you could send us a picture of you both so we can place it here

About this document

We love making your wedding the most memorable day of your life, but to do this successfully everything needs to be discussed, agreed and planned in advance. This document contains the detailed plan of your wedding. Once complete it will be used by the Lartigolle team on the day so it is important that you are happy with everything contained within it.

Things highlighted in **yellow** require a response from you. Anything in **green** is for the Lartigolle team to take note of.

The Lartigolle team

Every event at Lartigolle is a true team effort. You will have a dedicated planner allocated to you and their job is to take you through this document and explain everything and record your choices. They will ensure the document is complete and everything agreed at least 3 weeks before you arrive. Once this is achieved every detail will be communicated to the Lartigolle team.

During the season we have weekly team meetings on Tuesday mornings, during which we all look closely at the plans for the forthcoming weddings. Your planner will present your plan to the rest of the team and everyone will be invited to read it, ask lots of questions and make sure they all understand their roles and what needs to be delivered. By the time the process is complete everyone in the team will know exactly what is happening and the responsibility of the overall delivery of your wedding weekend is shared across the team. We believe that this is the most efficient way for us to work and it ensures a relaxing and seemingly effortless experience for you and your guests. Our couples often tell us how well this system worked for them and how easy they found the whole process and experience. They often comment on the delivery team in their 'Trip Advisor' reviews so, if you have not had the opportunity to read them, we encourage you to do so. You can find them here:

https://www.tripadvisor.com/Hotel_Review-g1223754-d615447-Reviews-or5-Chateau_de_Lartigolle-Pessan_Gers_Occitanie.html#REVIEWS

We also thought you should know what we all look like, so here are some of the key members of our team (our Lartigolle family), from left to right they are:



Jacques and Anne - Our chateau guardians, plus gardening and housekeeping.

Louis - Runs our bars and manages the teams for each event, soon to plan weddings too

Jeanne - Event planner

Cecile - One of the most experienced members of our event team

Chris - Business owner, with overall responsibility for the chateau and its grounds

Merrily - Event planner and administration queen.

Helen - Our experienced bridal party coordinator

Zoe - Our in-house chef and head of catering

Nick - Business owner, event planner and head of finance and marketing

Emma - Business owner, interior and event stylist and also an event planner.

Summary of key information

Bride and Groom arrival	TBC
Main guests arrival	Friday 18 October
Wedding day	Saturday 19 October
Departure	Monday 21 October

Guests numbers for chateau and main events

Please add the number of guests for each event, Adults and children (2-12 years old) are counted in the totals for each event/day. Babies (0-2 years) will not be charged for and therefore do not need to be included in the totals. We will provide drinks and food for suppliers too so we also need to know how many there will be on the wedding day.

Chateau residents	00	Wedding day guests	00		
Adults	0	Adults	0		
Kids 02-12	0	Kids 02-12	0		
Babies 0-02	0	Babies	0		
		Suppliers	0		
Friday night event	00	Sunday BBQ	00	Sunday evening	00
Adults	0	Adults	0	Adults	0
Kids 02-12	0	Kids 02-12	0	Kids 02-12	0
Babies 0-02	0 0-02	Babies 0-02	0	Babies 0-02	0

Other meals - if applicable

Thursday lunch	00	Thursday supper	00	Friday lunch	00
Adults	0	Adults	0	Adults	0
Kids 02-12	0	Kids 02-12	0	Kids 02-12	0
Babies 0-02	0	Babies 0-02	0	Babies 0-02	0

IMPORTANT: We often have to order items well in advance. **Final guests numbers for catering are required two weeks before the event date, when orders will be placed. These numbers will be reflected in your final bill.**

CONTRACT NOTES:

We will note here any specific comments or requests noted on the signed contracts that the team should be aware of.

Pre wedding visit and planning notes:

Date of planning meeting:	TBC	
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Current Lartigolle event menus	Click to view
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Your menu tasting

In the link above you will find our current event menus so that you can make your choices for the tasting. We cannot do everything as some of the dishes are difficult to reproduce for only a few people but we can do most things.

We would normally suggest you choose 4/5 canapés, together with a couple of starters, two main courses with two of the salads or side dishes, and a dessert if you wish - although we usually use the croquembouche (French wedding cake) as the dessert, served with local strawberries. However, we cannot reproduce that in house as it is made specially by our local patisserie.

We will also give you some of our favourite cheeses and you will have the chance to taste a selection of our favourite local wines. Sometimes there may be other couples here at the same time as you and they will also make choices - this will mean that you get the chance to try some of the things they will have chosen too. There will be a lot to eat, so come hungry!

You can make a selection of the dishes you would like to try in the section below and we will try to do as many of these as we can for the tasting.

TASTING MENUS - Your menu choices are needed 2 weeks before your tasting visit.	
Canapes	
Starters	
Main	
Salads	
Dessert	
Wines	A selection of recommended local wines
Other	A selection of our favourite cheeses

Other arrangements	Hair trial	
	Make up trial	
	Restaurants	

Preferred suppliers list:	This link will take you to the current list of all our the recommended suppliers we regularly use.	Click to view
Recommended hotels list:	This link will take you to the current list of recommended hotels and other local accommodation:	Click to view

Event bookings			
<i>Booking/supplier</i>	<i>Who</i>	<i>Status</i>	<i>Notes</i>
Thurs supper			
Friday supper			

Hair			
Make up			
Flowers/decorations			
Morning activity			
Grooms lunch location			
Photographer			
Videographer			
Celebrant			
Sound equipment			
Ceremony musicians			
Reception band			
Reception suppliers			
Wedding cake	Collongues		
Band - party			
DJ			
Transport	Taxi de Pays		
BBQ suppliers			
BBQ band			
Sunday evening suppliers			
Babysitters			
Hotels	Rooms have been held at the following locations:		

Timing and location summary

Welcome party <i>If relevant</i>	<i>Time</i>	<i>Location</i>	<i>Plan B</i>	<i>Notes</i>
Guest arrival	19h00	Gardens	Barn	
The meal	19h30	Gardens	Barn	
Finish	23h00			

Wedding day	<i>Time</i>	<i>Location</i>	<i>Plan B</i>	<i>Notes</i>
Guest arrival	15h00	TBC	Salons	Please note that to allow us the appropriate amount of time to set up we prefer not accept guests before 14h30 for a wedding event.
The ceremony	15h30	TBC	Salons	
The reception	16h00	TBC	Salons	
The meal - seated	18h30	TBC	Cave	

The meal - served	19h00			
Party - Courtyard Party - Cave	21h00 23h30	TBC	Club de Lartigolle	
First bus	24h30			
Finish	02h00			

NOTE: In summer months the courtyard is full sun until 7/7.30pm

The BBQ

Stage	Time	Location	Plan B	Notes
Guest arrival	13h00	Courtyard	Cave	To allow us the time to clear up from the night before and then set up we cannot accept guests before 13h00 for a Sunday event
BBQ timing	13h30	Courtyard	Cave	
Supper timing	20h00	Courtyard	Cave	

Bedroom allocations - We need to have bedrooms allocated 3 weeks before your arrival

Please state the bed make up requirements for each room - i.e twin or double, cot required etc
The payment column is for the amount per person or couple that is to be paid to us.

You can see our Chateau de Lartigolle bedroom plan here

Bedroom planner You can see our Chateau de Lartigolle bedroom plan here	https://drive.google.com/file/d/13eLT-w8BBchrM7b-9WF6HyrA_kcjdPaj/view?usp=sharing
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In the main chateau

Bedroom	Guest names	Adults	Kids	Payment	Arrival	Departure
Nutmeg Double						
Black and white Double						
Green Double or twin						
Blue Double or twin + small bed						
Red Double, twin or triple						
Grey Double and twin or 4 singles						
Lily Double and twin or 4 singles						

Monkey <i>Double or twin + extra bed</i>						
Brook <i>Double + extra bed</i>						

In the wing

Humming bird <i>Double only</i>						
Magnolia <i>Double or twin</i>						
Trellis <i>Double or twin</i>						

Notes:

All bedrooms have hairdryers and we have a steamer and regular iron for guest use.

We provide small bottles of hand cream, shampoo and shower gel in the bathrooms.

Important information about Chateau life:

The chateau owners cannot be held responsible for any lost or stolen items that belong to visitors.

Other than the pre-agreed resident guests, there are no other people allowed to stay on-site, either in the chateau bedrooms, in the salons or camping in the grounds.

Please do remember that Chateau de Lartigolle is a historic monument and our home. Please treat it with respect and please ask your guests to do the same. Due to the age of the building and the nature of the grounds we can not fully protect all guests from injury at all times, especially if guests have been drinking. By agreeing to hold your event here you must ensure all your guests are aware that they are responsible for their own behavior and safety.

The chateau kitchen is a professional space and as such, under the health and safety laws of France, guests are not allowed to access the kitchen at any time.

For safety, the swimming pool will be closed at sunset and swimming is absolutely forbidden after this time. No glass is allowed by the pool area at any time. Please ensure your guests are aware of all these rules.

Please also note that whilst we welcome children there is a limit to the number that we are comfortable having on site for a wedding. The property is old full of precious antiques and the grounds are not particularly child friendly, there are also limits to child care that we can offer. We don't have an absolute limit but if you think there is likely to be more than 10 then we would like to have the chance to discuss the options with you as soon as possible.

Children should not be left unattended in any part of the chateau, the grounds and especially by the swimming pool.

Please note that it is not possible to have evening events on days outside of the pre-agreed wedding event dates. We have negotiated the days and times of all events with our mayor and the local community. This is due to complaints from neighbours relating to noise and therefore must be enforced by us to ensure we can continue to hold events here.

Any loud music on the wedding day must end no later than 01h30. On any other day it must end at 23h00.

We hope you understand our position with all of these issues and, by agreeing to hold your wedding at Lartigolle, understand that you are agreeing to abide by these rules.

Final payments

Guest payments: If you are asking your guests to pay a contribution to their rooms please let us know if any are leaving very early on the Monday morning so that we know to take their payment on the Sunday or before. We have set up a payment sheet as part of the estimate document - this can be seen on the link below.

IMPORTANT Cash payment: As part of your final payment it would be helpful if you could bring some euro cash as we have a number of suppliers that we need to pay in cash over the course of the event. The amount we need varies depending on the number of guests but please use this as a guide.

Up to 60 Guests - 1,500 euros
For between 60-90 guests - 2,000 euros
For over 90 guests - 2,500 euros

Please try to ensure that you have denominations no larger than 100 euros and ideally a mix of 50's and 100's.

Your Lartigolle Itinerary

Below are the main details for each day of your stay with us.

Pre - wedding day/s - Thursday 26 Month

Arrival times:

Bride and groom: TBC

Other guests: TBC

Meal plans

Would you like us to provide lunch for you and your guests?

Wedding planning meeting:

IMPORTANT: We would like to schedule a wedding planning meeting to go through all the final details. **Suggest 3pm**

Supper:

Would you like us to provide supper for you and your guests?

Notes:

Drinks/Bar: From the honesty bar

Main arrival day - Friday 27 Month

Arrival times:

Bride and groom: TBC

Other guests: TBC

Lunch plan

Would you like us to provide lunch for you and your guests?

Ceremony rehearsal: We need to plan in time for a rehearsal of the ceremony will all those taking part in the ceremony attending. The ideal time is after lunch once everyone is here and before you head out for the evening, **we suggest around 4pm.**

Supper plan

What are your plans for supper?

Notes:

Drinks/Bar: From the honesty bar

Transport: TBC

The wedding day! - Saturday 28 Month

Breakfast

Prepared and served by us from 08h00 but will need to be cleared by no later than 10h00 to allow us to prepare for the early start to the wedding.

Lunch plan

Would you like us to provide lunch for the bridal party?

We would normally suggest anyone not in the bridal party head out for lunch into Auch where there is the Saturday morning market and plenty of places to eat.

Notes:

Drinks/Bar: From the honesty bar

The wedding

All the details of each stage of your wedding day are noted below:

Guest arrival

Location:

Music:

Specific requests:

Notes:

Bad weather alternative:

The ceremony

Location:

Music:

Specific requests:

Ceremony participants

It is helpful to have the names of those guests that we be taking a central role in the ceremony:

Who will be accompanying the bride to the ceremony?	
Who is the Bestman/men?	
Who will be the Master of Ceremonies?	
Who are the Ushers	
Who is the Maid of Honour	
Who are the Bridesmaids	

Other information we need to know is:

Who will take your service?	
What is your arrival music?	
What is your departure music?	
Who will be allocated to press the button for the music?	
Will you have any other music of hymns during the ceremony?	
Will you have any readings?	
Will you need a microphone?	

Ceremony chair set up:

It is usual to save some of the seats at the front of the congregation for the family and close friends. We recommend a maximum of 5 chairs either side of the aisle (although many chose 4 seats per row to accommodate couples). If you would like to have seats reserved add the names of the guests in the table below and we will make sure they are saved.

Please make sure you 'button presser' is located at the end of the aisle on the left hand side to be closest to the sound system

Sound system	Name	Name	Name	Name	Name	A I S L E	Name	Name	Name	Name	Name
	Name	Name	Name	Name	Name		Name	Name	Name	Name	Name

After the ceremony: You will come up to the back terrace and into the chateau for a glass of champagne and 5 minutes together while your guests arrive on the terrace. Then you can be announced to everyone by you best man.

Notes:

Bad weather alternative:

Reception

Location:

Music:

Specific requests:

Catering: Canapes will be served throughout the reception

Notes:

Bad weather alternative:

Speeches

At what points would you like to have you speeches and who will make them?

	<i>Speech 1</i>	<i>Speech 2</i>	<i>Speech 3</i>	<i>With a toast?</i>	<i>With a microphone?</i>	<i>Approx length of speech?</i>
End the reception before guests are seated.						

Start of the meal once all guests are seated.						
After the main course, after we have cleared the plates.						

IMPORTANT: Please note that we prefer not to have speeches in between courses as it can make it difficult for the kitchen to judge the timing of the meals. Either before the starter or after the main course is best.

TOASTS: If you have toasts at the start of the meal we recommend guests just use the wine on the tables as they will usually have been drinking sparkling wine or champagne during the reception.

For the speeches at the end of the meal, please indicate if you would like a single glass of sparkling wine or champagne served to all guests, or have a single glass plus a few extra bottles placed down each of the tables for guests to serve themselves throughout the speeches.

Meal

Location:

Music:

Specific requests:

Notes:

Bad weather alternative:

Supplier meals: Any suppliers will be fed on the kitchen terrace unless you say otherwise

Party

Location:

First Dance:

With sparklers?:

Music:

Specific requests:

Notes:

Cheese to be served later, from 11pm

Bad weather alternative:

End of the night departures:

We will arrange for two departure times to be included in the transport pricing but it is helpful to get an idea of how many you think might leave on the first departure.

	Time required	Expected number of guests
First bus	24h/01h	
Last bus	02h/03h	

Important note:

We will arrange for night security to be on duty until 6am. This is to ensure everyone gets to bed safely, no-one goes in the swimming pool after dark and guests stay out of the kitchen and private areas of the chateau at the end of the night.

Please also note that the chateau owners cannot be responsible for any injuries to guests whilst under the influence of alcohol! We take all possible care to make sure that everything is safe and all guests have a wonderful time but the chateau is old and there are many steps and hazards that can contribute to accidents. Please ask your guests to take care late at night.

Choose your 'Super guests'

We have found over the years that it is helpful to have someone within your group of family and friends that we can go to if we need some help to curb any over enthusiastic or dangerous behavior of guests at the end of the night. Our team are very experienced in dealing with guests in all conditions but sometimes it is helpful to know that there is someone they can turn to if things are difficult

Can you have a think about who you would nominate for this, we will call them the 'super'guest. They will only be asked as a last resort.

Your nominated 'super' guest LARTIGOLLE	
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The next day! - Sunday 16 August**Breakfast**

Prepared and served by us from 09h00

BBQ lunch

Location:

Music:

Specific requests:

Table set-up:

We would normally arrange two or three long rows of tables and use a mixture of coloured check tablecloths and wedding flowers. We want to make it look and feel different to the wedding day as well as it feeling a little more relaxed.

Tables should have jugs of water, plastic water glasses, salts and peppers, napkins.

We will supply very good quality recycled paper plates and bamboo cutlery for the BBQ. This saves on the budget as there is no hire and washing costs - this also helps to promote a more relaxed mood to the day which we think is important.

Sunday pool parties:

Whilst we are happy for you to invite all of your guests back to use the pool area after the BBQ for a pool party, we do have to impose some restrictions on loud music. Being a Sunday all loud music must end at 20h00 prompt and the pool will then be cleared and locked for the night. All guests must make their way to the chateau courtyard for the rest of the night.

Please note, non-resident guests should bring their own pool towels to use on the Sunday.

Notes:

Bad weather alternative:

Sunday supper

Please note that if you intend to have lots of your guests staying on the Sunday night then they will need feeding. At the end of a long weekend we may not be able to cater in-house so will need to organise outside catering for you. Being a Sunday there will be very little open around here so we will need to plan and agree on any catering in advance.

Location:

Specific requests:

Finish time:

Sunday finish times:

Whilst we don't have strict guidelines for finishing times we do have to consider our neighbours peace and keep noise to a minimum where we can, especially in the peak season where we often have weddings each weekend. The pool and loud music will end at 8pm. We recommend a finish time for all Sunday events to be no later than 23h00.

This is always a very difficult thing for us to enforce so we do need you to support us and understand that we have to stick to these times in order to maintain our good relations with the community and to allow us to continue to hold wonderful events here.

Notes

Bad weather alternative:

Departure day - Monday 30 Month

Breakfast

Prepared and served by us from 08h00 until 10am

Leaving time: **Rooms vacated by 10 am please.**

Please note: Our team will need to come into the chateau from 10am to begin the changeover. We have a very tight turnaround time so we would be grateful if you could make all of your guests aware of this. We would ask that guests start to clear their rooms by **10am** and vacate the chateau by **12 noon** at the latest.

Dietary requirements

We will need to know if all food allergies, or special dietary requests 3 weeks before your event.

Mark with a **YES** next to each meal they will be attending. Please also indicate which of these are residents at the Chateau.

Type of request	Who	Where are they staying	Thurs supper	Fri lunch	Friday drop in	Friday Supper	Sat lunch	Wedding meal	BBQ lunch	Sunday supper
Vegetarian (2)	Sample	Lartigolle	YES			YES		YES		YES
	Sample	Hotel	YES			YES		YES		YES
Pescatarian (1)	Sample	Lartigolle	YES	YES	YES	YES	YES	YES	YES	YES
Lactose intolerant (1)	Sample	Hotel				YES		YES	YES	
CHILDREN'S MEALS - from aged 2-12										
	Name Age 0						YES	YES	YES	YES
	Name Age 0							YES		
BABIES ATTENDING - from aged 0-2										
	Name Baby							YES		
	Name Baby							YES		

Catering plan

Current Lartigolle event menus	Click to view
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THURSDAY	
LUNCH 13h	Dietary options: Kids options:
SUPPER 20h	

	Dietary options:	
	Klds options:	

FRIDAY		
BREAKFAST 09h - 11h	Fresh croissants, organic bread and baguettes, jams, cereals, fruits, juices and tea and coffee will be laid out so guests can help themselves. Gluten free options will be available if required	
	Dietary options for all breakfasts:	
LUNCH 13h	Buffet with homemade tarts, charcuterie, salads, cheese, fruits and sweet snacks	
	Dietary options:	
	Klds options:	
SUPPER 19h30h	Supper	
	Starter	
	Main	
	Chicken Rotisserie	
	Roasted baby new potatoes with chorizo	
	Seasonal salads	
	Dessert	
	Dietary options:	
	Klds options:	

WEDDING DAY		
BREAKFAST 08.30h - 10h	Fresh croissants, organic bread and baguettes, jams, cereals, fruits, juices and tea and coffee will be laid out so guests can help themselves. Gluten free options will be available if required	
	Breakfast will be cleared by 10h00 to allow us to set up the chateau for the wedding.	
LUNCH 12h30	Smoked salmon, hams, cheese and a simple salad, fruits	
	Dietary options:	
	Klds options:	

The wedding meal - Please note that we would prefer if you did not offer a choice of different dishes for your guests to choose from. Due to the limited kitchen space we do need all guests to eat the same dishes, although we will always do alternative options for those with genuine dietary requirements.

ARRIVAL 15h00		
CEREMONY 15h30		
RECEPTION 16h00	<p>Canapes:</p> <p>Dietary options: We will adjust to suit all dietary requirements, or create something special if not possible</p> <p>Klds options:</p>	
MEAL 19h00	<p>Entree</p> <p>Dietary options:</p> <p>Klds options:</p>	
	<p>Plat principal</p> <p>Salads:</p> <p>Baby pomme de terre avec ciboulette and beurre</p> <p>Dietary options:</p> <p>Klds options:</p>	
	<p>Dessert Croquembouche for presentation and served later with cheese</p>	To be presented to the bride and groom for photographs then served as dessert
CHEESE 10h30	<p>Fromage Brie/Brebis/Bleu Basque/st Felicien Saucisson Breads and fruits</p>	Served in the cave

SUNDAY		
BREAKFAST 09h - 11h	Fresh croissants, organic bread and baguettes, jams, cereals, fruits, juices and tea and coffee will be laid out so guests can help themselves. Gluten free options will be available if required	
Adults: 00		

Children: 00		
LUNCH 14h	Dietary options: Klds options:	
SUPPER 19h30h	Dietary options: Klds options:	

MONDAY		
BREAKFAST 08h - 10h	Fresh croissants, organic bread and baguettes, jams, cereals, fruits, juices and tea and coffee will be laid out so guests can help themselves. Gluten free options will be available if required	
	Please let us know if any guests will be leaving very early but will want something before they leave, so we can make arrangements for them.	

Drinks plan

THURSDAY		
LUNCH	Honesty bar	
SUPPER	Out	
FRIDAY		
LUNCH	Honesty bar	
SUPPER		
WEDDING DAY		
LUNCH	Honesty bar	
ARRIVAL		
RECEPTION	Cocktail - TBC House wines Sparkling wine Beers - Amstel Flavoured waters, soft drinks and juices	
MEAL	House wines Water on tables and flavoured water available	
PARTY	House Wines - all colours Sparkling wine Beer - Amstel Spirits:	

SUNDAY	
BBQ LUNCH	Welcome drink: TBC House wines Sparkling wine Beers - Amstel Flavoured waters, soft drinks and juices
SUPPER	Honesty bar

Managing your drinks bill

One of the most challenging things to budget for is the amount of drinks that each group will consume. Every group is different and although we can make an experienced guess of what you will consume we do recommend that you should always have a contingency in place in case you go over the amount we have allowed for. To help you manage the budget we can keep you informed as the day progresses allowing you to decide if you want to continue to pay for all drinks or switch to a pay bar at any point.



Below are the main points that we need to know in advance:

Honesty Bar We would normally have an honesty bar set up in the library so that your resident guests can help themselves to wine, beer and soft drinks at any time. The cost for this can either go on your overall bill or we can leave a form for you guests to mark down each drink so that can be charged at the end of the weekend.	TBC
Estimate Limits If we reach the limit of what we had estimates would you like us to inform you or should we continue serving for the rest of the night	TBC
Pay bar option Would you like to switch to a pay bar at any point?	TBC

The styling for your wedding weekend

House styling items

Within the price we have quoted and unless you ask for alternative options within your styling brief will we provide all the following items for the table styling and lighting.

<p>House table settings</p> <p>This is our standard set-up and we will follow this unless otherwise noted in your styling brief</p> <p>These items are included in your estimate</p>	<ul style="list-style-type: none"> • Crisp white linen tablecloths and napkins • Silver bistro style starter knife, fork, main knife, fork and dessert spoon. • Plain white starter and main plates on the tables • 2 wine glasses (one big for wine, one small for water). • Water in glass carafes • White classic bistro style chairs • Standard 6 seater rectangular tables • House Candles (white/ivory church or tapered) • House candlesticks (various options available) • House vases (various options available) 	
<p>House lighting</p>	<p>As standard we will provide candles and lanterns from our house collection</p> <p>We will provide:</p> <ul style="list-style-type: none"> • Candles/candelabra for the tables • Uplighters for the front of the main chateau • Festoon lighting in courtyard 	

Lartigolle photo galleries for reference

2019 weddings - <https://photos.app.goo.gl/Y3jgQZpNvf9aNkCF9>

2018 weddings - <https://photos.app.goo.gl/2D72y2ghd6B8na25A>

2017 weddings - <https://goo.gl/photos/wCtBU2B84ufXbFq28>

Your wedding styling and flower brief

<p>The vision</p>
<p>Pinterest mood board - add link if relevant</p>

<p>The colour palette</p>

<p>The flowers and foliage</p>

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The details of arrangements and final flower choices are listed below. Please check over what is written as this will form the basis of the flower order and the styling arrangements on the day.

<i>Item/area to be styled</i>	<i>Picture reference</i>	<i>Quantity for estimate /Notes</i>
Bouquet		1 x Brides bouquet
Bridesmaid bouquet	Please add names of those who need them:	0 x Bridemaids bouquets
Buttonholes	Please add names of those who need them:	0 x Buttonholes
Corsages	Please add names of those who need them:	0 x Corsages
Other accessories	Please add names of those who need them:	0 x Accessories
Guest arrival area		EBN to add
Ceremony area		EBN to add
Reception area		EBN to add
Meal tables		EBN to add

Bespoke styling requirements


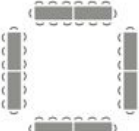



Your styling brief documents all the ideas we have developed together and will be used on your wedding day by our team to create the final look. Above is the house style that we will provide within the estimate that we have given you. However if you decide to choose alternative bespoke options that we do not have in-house then they will be listed below and if extra costs incurred they be discussed with you first, and then added to your estimate

Bespoke items	Listed below are the items either hired or bought in at your request		
<i>Item</i>	<i>Detail</i>	<i>Provided by</i>	<i>Budget</i>
Tables			
Chairs			
Ceremony chairs			
Glassware			
Cutlery			
Vases			
Tablecloths/ Runners			
Napkins			
Candles			
Candle holders			
Other lighting			
Cake			
Menus			
Place names			
Ribbon			
Favours			
Table plan			
Welcome sign			
Other signs			

The table layout

We have trestle tables and chairs for up to 120 people or we can hire in round tables if you prefer. Below are some of the table arrangements that we have used in the past. Please let us know which is your preference.

Our most popular table layouts are below. Please indicate below your preferred layout.

				
The horseshoe	The square	2 or more lines	The crescent	Line of round tables

Good for 60/80 guest	Works for 50/60 guests	Best for 60/120 guests	Works for 50/60 guests	Best for 60/120 guests
The table plan	Our table plans are presented in an old picture frame stood on an easel. The size is A3 (420 x 297 mm) with a 10mm border. We can print a simple version but you are more than welcome to supply your own if you prefer.	Lartigolle standard table plan template We have designed a few simple template options that you can use for the day. Lartigolle to add link to your personal table plan template		

Music and dancing

There are various points during the day we music will be required so we need to decide what music to have and who will be supplying it.

<i>Stage</i>	<i>Band and contact details</i>	<i>Notes including arrival and set up times</i>	<i>Status</i>
Guests arrival			
Entrance of the bride			
During the ceremony			
End of the ceremony			
The reception			
The meal			
First dance			
The party			

Your beauty bookings

	<i>Supplier and contact details</i>	<i>Notes including arrival times</i>	<i>Status</i>
Hair			
Nails			
Make up			

Childcare and babysitters

We are able to provide some level of child care for children of Lartigolle residents but we have put in place a strict childcare policy that we must adhere to. The policy was put in place following a few difficult situations that have occurred over the past years. The problem has been each set of parents arrive with very different expectations. We don't have a full creche service and cannot take full responsibility for young children for long periods of time but we do have a few girls (and one mature lady) who are good with children and can certainly help out.

Lartigolle childcare policy

After experiencing some very different expectations from parents wanting childcare for weddings at Lartigolle, we have decided to put into place the following guidelines to clarify the extent of childcare that we are able to provide.

- We can **only** organise babysitters for children who are residents at the Lartigolle premises. Anyone with children off site will need to arrange care through their specific location - Lartigolle cannot take responsibility for this.

- We require at least one childminder per 3 infants and we cannot exceed the limit of a maximum of 9 children under care in total.
- Parents must give full written details about their child including a contact number and must acknowledge the hours that have been agreed with the childminder. The hours must be kept to.
- The parents of all children under 2 must be responsible for all feeds and bottles. Lartigolle are happy to prepare food for children of 2 and over but only if confirmed in advance and any specific food requirements must be made known to us one week before the wedding date.

Your babysitting requirements

<i>Day</i>	<i>Requirements</i>	<i>Ages of children</i>	<i>Start time</i>	<i>End time</i>	<i>Total hours</i>
Friday					
Saturday					
Sunday					

Who will pay for the babysitters? Will they be on your overall bill or will the parents pay us directly? **Please confirm**

Transport

Notes on transportation in this part of France

It is worth remembering that we are in a very rural part of France. There is no Uber here and no large taxi firms with lots of cars available round the clock, just individual drivers and many will not work late at night. Therefore, we highly recommend that all transport is booked in advance and not left to the last moment. We have a very experienced and flexible transport company that we have worked with for many years and have a large range of different sized minis buses to draw on.

Organised group transport is highly regulated and heavily taxed in France, and is therefore expensive, much more so than the UK, especially for weekend events where transport is required during anti social hours, after midnight into the early hours of the morning, and on Sunday's. The prices set are not determined by distance, that is a minor part of the cost in our situation as most of the accommodation is quite close but by a combination of the cost of the drivers, the size of the bus used, the time and day of the journeys are required.

The recent rise in Airbnb and other similar rental websites has also meant that a number of recent guests have not used our recommended accommodation, having found and rented smaller properties that can be located all over the countryside. Whilst this added choice is great for your guests it does often make the organisation of the transport a lot more complicated and therefore expensive for our couples. If locations become too varied and logistics overly complicated there will likely be an impact on all of your offsite guests as the transport company will be unnecessarily stretched.

To simplify things we have now put together a master list of recommended locations that we suggest you send to your guests to use. Those that book them will automatically be included in the transport plan and know that they will be collected and taken back to their accommodation on the wedding day, and on other days if you wish. The list of accommodation is below together with the proposed pricing for the different days and trips that we most commonly have to arrange.

For those guests that decide to stay in different locations you need to stress that they may need to arrange their own transport, and that we cannot always take the responsibility for that. They should ask at their accommodation for recommendations for local taxi drivers to use. They should be made fully aware that it is not possible to book transport to or from the chateau on the spur of the moment - they need to book transport to and from the chateau at designated time well in advance of the day.

Organising transport for your guests

The transportation of guests to and from your wedding can be one of the more difficult things to manage both for us, and for you.

As we are in the middle of the countryside there are a few things you need to bear in mind:

- Regular taxis will always need to be booked in advance, there is no Uber and often very few taxis available for immediate response, especially late at night and Sunday's.

- Organised group transport will need to be arranged well in advance and will be based on the number of expected guests for all locations. A minimum price for any booking will apply and all pre-arranged buses must be paid for regardless of how many guests finally use them.
- For group transport, the drivers are not allowed to collect money directly from passengers. If you are asking your guests to contribute to the cost of their transport then you will need to arrange for someone to collect the money from the guests and hand it to us.

We have agreed set prices from certain locations to try to make it as easy as possible for everyone. Some simple rules apply to be able to make this system work

- Each guest will pay the same price regardless of where they are staying, as long as they are within the pre-agreed hotel list - see below
- There is a minimum paying guest requirement of 19 passengers for the prices that we have given below to apply.
- Please note that the maximum individual bus size is 32, larger buses cannot get through our gates!

Who pays for the transport

Some couples are happy to cover the cost of the transportation within their wedding budget. If that is your plan then we will book and manage everything over the weekend for you but arrange for you to pay the transport company directly, this saves us having to charge you TVA (French VAT at 20%) on top of the quoted prices. You can pay them by international bank transfer and we will supply their bank details on your final invoice.

If you are considering asking some or all of your guests to contribute then someone will need to be allocated to collect the money from each guest and hand it to us. The drivers are not allowed to accept any money from passengers.

Recommended local hotels for your guests

Outside of Lartigolle,, here is the list of recommended hotels that will be included in the transport plan so that all guests are collected and returned on the wedding day. Or for any transport required on other days. If other locations are used within the radius required we can also include them.

Hotel de France, Auch	http://www.hotelfrance-auch.com/
Hotel Campanile, Auch	https://www.campanile.com/en/hotels/campanile-auch
Hotel Ibis, Auch	https://www.accorhotels.com/gb/hotel-3449-ibis-auch/index.shtml
La Gavachon, Leboulin	http://www.legavachon.fr/
Domaine de Castagne, Auch	http://www.domainelecastagne.com/
Domaine de Peyloubere, Pavie	http://www.peyloubere.com/
Domaine de Poudros, Auterrive	http://poudros.pagesperso-orange.fr/
Bastitde de Lasselle, Montegut	https://www.bastide-lassalle.com
Hotel Robinson, Auch	https://www.hotelrobinson.net/

Finalising the transport order

The transport is usually one of the last things to organise as we will need to know the all different locations that your guests will be staying, and the number of adults and children at each location. If you can collect this information and send it over to us as spreadsheet we will create a bespoke transport plan and share it with the transport company. We can then confirm the pick-up times for each location

The transportation package and prices - Please note the prices quoted below are those used in the 2019 prices and they may need to change for 2020, we are in discussion with the transport company about this and will up date you when we have more news

Day	Journey	Price	Minimum number of guests	Minimum charge per bus	Included
Thursday/Friday	Lartigolle > Auch centre	15 euros per person	19	300 euros	Single return time - TBC
	All locations above > Auch centre	15 euros per person	19	300 euros	Single return time - TBC
Wedding day	All locations above > Lartigolle	20 Euros per person	19	400 euros	Two return times - 24h/01h and 2/3h
Sunday	All locations above > Lartigolle	15 euros per person	19	300 euros	Single return time - TBC

NOTES:

Children up to 3 are not charged

Any other locations will be charged separately

A waiting charge of 75 euros will be applied if drivers have to wait for over 60 minutes

Your transport file

This file will be used to record all the locations being used together with the number of guests at each location. It will be used by the transport company to arrange all the transport on the day so it is important it is correct.

[Click here for your personalised transport plan](#)

This link goes to our template file, once we have all the details for your guests we will set up your personalised file and replace the link

Notes:

Please note here any special transport requirements that you think you will need.