

| Meeting Requests & Reminders         |                                     | Date | Time | Contact Person | Contact number | Email Address               |  |
|--------------------------------------|-------------------------------------|------|------|----------------|----------------|-----------------------------|--|
|                                      |                                     |      |      |                |                |                             |  |
| Meeting with Haycroft Farm           |                                     |      |      |                |                |                             |  |
|                                      | Discuss wedding related items       |      |      |                |                | weddings@haycroftfarm.com   |  |
|                                      | Discuss accommodation related items |      |      |                |                | stay@haycroftfarm.com       |  |
|                                      | Discuss bar requirements            |      |      |                |                | bar@haycroftfarm.com        |  |
|                                      | Final Meeting                       |      |      |                |                |                             |  |
|                                      |                                     |      |      |                |                |                             |  |
| Meeting with Hamblin's Catering      |                                     |      |      |                |                |                             |  |
|                                      | Discuss Menu                        |      |      |                |                | info@hamblin catering.co.za |  |
|                                      | Discuss decor hire                  |      |      |                |                | info@muirheadshiring.co.za  |  |
|                                      |                                     |      |      |                |                |                             |  |
| Meeting with other Service Providers |                                     |      |      |                |                |                             |  |
|                                      | Florist                             |      |      |                |                |                             |  |
|                                      | Decor                               |      |      |                |                |                             |  |
|                                      | Wedding co-ordinator                |      |      |                |                |                             |  |
|                                      | Photographer                        |      |      |                |                |                             |  |
|                                      | Videographer                        |      |      |                |                |                             |  |
|                                      | DJ / Band                           |      |      |                |                |                             |  |
|                                      | Wedding Dress                       |      |      |                |                |                             |  |
|                                      | Bridesmaid Dresses                  |      |      |                |                |                             |  |
|                                      | Suite / Suite hire                  |      |      |                |                |                             |  |
|                                      | Groomsmen suite's                   |      |      |                |                |                             |  |