



WEDDING DAY SCHEDULE

ARRIVAL TIMES

| | Wedding Party Arrives | Caterer Arrives | Florist Arrives | Music Arrives | Photos Taken | Guests Arrive | | | | |
|----------|-----------------------|-----------------|-----------------|---------------|--------------|---------------|--|--|--|--|
| 6:00 am | | | | | | | | | | |
| 7:00 am | | | | | | | | | | |
| 8:00 am | | | | | | | | | | |
| 9:00 am | | | | | | | | | | |
| 10:00 am | | | | | | | | | | |
| 11:00 am | | | | | | | | | | |
| 12:00 pm | | | | | | | | | | |
| 1:00 pm | | | | | | | | | | |
| 2:00 pm | | | | | | | | | | |
| 3:00 pm | | | | | | | | | | |
| 4:00 pm | | | | | | | | | | |
| 5:00 pm | | | | | | | | | | |
| 6:00 pm | | | | | | | | | | |
| 7:00 pm | | | | | | | | | | |
| 8:00 pm | | | | | | | | | | |
| 9:00 pm | | | | | | | | | | |
| 10:00 pm | | | | | | | | | | |
| 11:00 pm | | | | | | | | | | |
| 12:00 pm | | | | | | | | | | |

RECEPTION PLACEMENT

| | |
|--------------|--|
| Buffet | |
| Beverages | |
| Bride's Cake | |
| Groom's Cake | |
| Party Favors | |
| Guest Book | |
| | |



PAVILION SET-UP



PRE-CEREMONY ACTIVITIES

| | CEREMONY TIME: |
|------|--|
| Time | |
| | <p>ONE HOUR BEFORE CEREMONY STARTS</p> <ul style="list-style-type: none"> * Ensure guest book and pen are set out * Ushers arrive, pin on boutonnieres and be ready to escort guests to their seats. * Groomsmen remove all belongings from the back parlor and place them in their cars. |
| | <p>30 MINUTES BEFORE CEREMONY STARTS</p> <ul style="list-style-type: none"> * Music begins playing. * Family of the bride and groom greet guests at front door. * Groom, best man and minister are ready. The clergyman checks the marriage license, gives any last minute instructions to groom and best man. |
| | <p>Ushers/Groomsmen Begin Seating Guests - 15 minutes before ceremony</p> <ul style="list-style-type: none"> - Unless separate ushers are identified, the Groomsmen will usher the honored guests to their seats. - When ushering a couple, the Usher offers his left arm to the lady and her spouse follows. - When a couple is seated, the lady is seated first, farthest from the isle, then the gentleman. |
| | <p>Seating of Honored Guests - Beginning of ceremony</p> <ul style="list-style-type: none"> - List the pairs that will walk down the isle together and in which order. - With the traditional seating, the Bride's mother is the last seated, with the Groom's parents are seated just before the Bride's mother. - Seat those in the 2nd row first. |



CEREMONY SEATING CHART

LEFT SIDE

| | | | | | |
|-----|-----|-----|----|---------------------|---------------------|
| L6 | L5 | L4 | L3 | L2 | L1 |
| | | | | Mother of the Bride | Father of the Bride |
| L12 | L11 | L10 | L9 | L8 | L7 |
| | | | | | |

RIGHT SIDE

| | | | | | |
|---------------------|---------------------|----|-----|-----|-----|
| R1 | R2 | R3 | R4 | R5 | R6 |
| Father of the Groom | Mother of the Groom | | | | |
| R7 | R8 | R9 | R10 | R11 | R12 |
| | | | | | |



SONG TO BE PLAYED:

| Person to be Escorted | | Escort | Seat |
|-----------------------|----------------------------|--------|------|
| | <i>will be escorted by</i> | | L12 |
| | <i>will follow</i> | | L11 |
| | <i>will be escorted by</i> | | L10 |
| | <i>will follow</i> | | L9 |
| | <i>will be escorted by</i> | | L8 |
| | <i>will follow</i> | | L7 |
| | <i>will be escorted by</i> | | L6 |
| | <i>will follow</i> | | L5 |
| | <i>will be escorted by</i> | | L4 |
| | <i>will follow</i> | | L3 |
| | <i>will be escorted by</i> | | R12 |
| | <i>will follow</i> | | R11 |
| | <i>will be escorted by</i> | | R10 |
| | <i>will follow</i> | | R9 |
| | <i>will be escorted by</i> | | R8 |
| | <i>will follow</i> | | R7 |
| | <i>will be escorted by</i> | | R6 |
| | <i>will follow</i> | | R5 |
| | <i>will be escorted by</i> | | R4 |
| | <i>will follow</i> | | R3 |
| Mother of the Groom | <i>will be escorted by</i> | | R2 |
| Father of the Groom | <i>will follow</i> | | R1 |
| Mother of the Bride | <i>will be escorted by</i> | | L2 |



WEDDING PARTY PLACEMENT DURING CEREMONY

| | | | | | |
|----------------------|-----|-----|-----|-----|-----|
| Bride's Maids | | | | | |
| BM1 | BM2 | BM3 | BM4 | BM5 | MOH |
| | | | | | |
| Groom's Men | | | | | |
| BM | GM5 | GM4 | GM3 | GM2 | GM1 |
| | | | | | |

PROCESSION

| | | | | |
|---------------------------|----------|----------------------------|---------------------|----------|
| SONG TO BE PLAYED: | | | | |
| Minister | | | | |
| Groom | | | | |
| | | | | |
| NAME OF BRIDE'S MAID | POSITION | | NAME OF GROOM'S MAN | POSITION |
| | BM1 | <i>will be escorted by</i> | | GM1 |
| | BM2 | <i>will be escorted by</i> | | GM2 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | MOH | <i>will be escorted by</i> | | BM |
| Ring Bearer: | | | | |
| Flower Girl: | | | | |
| Flower Girl: | | | | |
| Bride & Escort | | | | |



AFTER THE CEREMONY

| | |
|--|--|
| Bridesmaids go where for photos | Front of house for photos |
| Groomsmen & Ushers go ... | Move chairs from ceremony to reception Go to front of house for photos |
| Family Members go to... | Go to front of house for photos |
| Food | |
| When will food be served? | <i>The food & beverages will be ready as soon as the ceremony is over, and guests may help themselves.</i> |
| Introduction of the bride and groom | |
| After all photos | <i>DJ will be given cue by Event Coordinator to introduce Bride & Groom</i> |
| Music | |
| Reception Music Begins | <i>Immediately after ceremony</i> |
| Dance Music Begins | FIRST SONG: <ul style="list-style-type: none"> • Bride & Groom First Dance • Father/Daughter Dance • Mother/Son join • Wedding party/other family is invited to join • Other guests invited to join |
| Cutting the cake | |
| Time: | |
| Bouquet & Garter toss | |
| Time: | |
| Location: | |

Going Away

Time Music Ends:

Departure Time

Clean up

Person Responsible:

Removal of all personal property from all rooms



CONTACT INFORMATION

| Wedding Party | Name | Cell # |
|---------------------|------|--------|
| Maid of Honor (MOH) | | |
| Bridesmaid #1 (B1) | | |
| Bridesmaid #2 (B2) | | |
| Bridesmaid #3 (B3) | | |
| Bridesmaid #4 (B4) | | |
| Flower Girl (B5) | | |
| | | |
| Best Man (BM) | | |
| Groomsman #1 (G1) | | |
| Groomsman #2 (G2) | | |
| Groomsman #3 (G3) | | |
| Groomsman #4 (G4) | | |
| Ring Bearer (G5) | | |
| | | |
| MOTHER OF BRIDE | | |
| OTHER | | |

| Vendor | Company Name | Cell Phone | Email |
|--------------|--------------|------------|-------|
| Cake Baker | | | |
| Caterer | | | |
| DJ | | | |
| Florist | | | |
| Minister | | | |
| Photographer | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |



VENDOR INSTRUCTIONS

| Vendor | Instructions Provided (menu/colors/song titles/details...) |
|--|--|
| <p>Brides Cake</p> | |
| <p>Groom's Cake</p> | |
| <p>Caterer (Menu/Decor/Plates/ Cups/Utensils/other?)</p> | |
| <p>Photographer List provided? Departure time?</p> | |
| <p>DJ Song List Provided Arrival/Departure Time</p> | |
| <p>Florist List items providing Arrival Time</p> | |