



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>	