

Sample Timeline

Vendors

Wedding Planner: _____ Cell Phone: _____
Email: _____

Ceremony: Location: _____ / Contact Person: _____
Phone: _____ / Email: _____

Bride Hair & Make-up: Location: _____ / Contact Person: _____
Phone: _____ / Email: _____

Bridesmaid Hair: Location: _____ / Contact Person: _____
Phone: _____ / Email: _____

Officiate: _____
Phone: _____ / Email: _____

Ceremony Musicians: _____ / Contact Person: _____
Phone: _____ / Email: _____

Florist: _____ / Contact Person: _____
Phone: _____ / Email: _____

Reception Site: _____ / Contact Person: _____
Phone: _____ / Email: _____

Reception Music: _____ / Contact Person: _____
Phone: _____ / Email: _____

Caterer: _____ / Phone: _____
Email: _____

Cake: _____ / Phone: _____
Email: _____

Photographer: _____ / Phone: _____
Email: _____

Transportation: Location: _____ / Contact Person: _____
Phone: _____ / Email: _____

Rehearsal Dinner: Location: _____ / Contact Person: _____
Phone: _____ / Email: _____

Rehearsal Date

00:00 pm Rehearsal at _____

00:00 pm Rehearsal Dinner at _____ (number of guests ____)
(Do longer Speeches at rehearsal dinner rather than at the wedding reception)

Notes for the Rehearsal and/or Dinner

Wedding Ceremony/ Reception Date

Pre-Ceremony

__:00 am Hair for bridal party / Bride / Bride's Mom by _____

__:00 am Photographer starts wedding photography, over by _____

__:00 pm Bridesmaids dress at _____

__:00 pm Florist delivers Personal Flowers to the _____

__:00 pm Transportation arrives at _____ to _____

__:00 pm Groom arrives at _____

__:00 pm Bride arrives at _____ readies for "first glance" photos

__:00 pm Bridal Party photos start

__:00 pm Family photos begin

__:00 pm Ceremony Musicians arrive at _____

__:00 pm Videographer arrives at _____

__:00 pm Family Photos conclude

__:00 pm Florist delivers Centerpieces to the _____

__:00 pm Guest book/Gift table at _____

__:00 pm line up wedding party for processional

Ceremony

__:00 pm Prelude Music Starts played by _____
 Ushers/Groomsmen seat guests. _____
 Guest Book attended by _____
 Programs attended by _____

__:00 pm Seating of the Grandmothers and Mothers - Song: _____
 Groom's Grandmother, _____, escorted by _____
 Groom's Grandmother, _____, escorted by _____
 Bride's Grandmother, _____, escorted by _____
 Groom's Mother, _____ escorted by _____
 Light the Unity Candle right side taper / Sand Ceremony, etc.
 Bride's Mother, _____, escorted by _____
 Light the Unity Candle left side taper / Sand Ceremony, etc.

__:00 pm Officiate, Groom and Best Man _____ enter from _____,
 followed by _____

__:00 pm Bridesmaids Processional -- Song: _____

 _____ (MOH)
 _____ (RB)
 _____ (FG)

__:00 pm Bride is escorted by her father, _____ down the aisle
 Song: _____

__:00 pm Ceremony begins (approximately 15-20 minutes)
 Unity Candle, Sand Ceremony, Rose Ceremony, etc. Song: _____
 Recessional Song: _____

__:00 pm Final photos, if necessary

__:00 pm Transportation takes Bride/Groom/Wedding Party to _____

Reception

__:00 pm Reception Site ready for guests

Bar opens and Hors d'oeuvres passed as guests arrive

Music begins

__:00 pm Wedding Party and Bride and Groom are announced by _____

Song: _____

Father's Welcome

Minister's Blessing

__:00 pm Buffet is open/Dinner is served, B & G and Wedding Party and Parents go through first.

__:00 pm Cake Cutting

Toasts: Best Man

Maid of Honor

Bride & Groom thank you

__:00 pm First Dance -- Song: _____

Father/Daughter Dance -- Song: _____

Groom / Mother Dance -- Song: _____

Switches to Dance Music

__:00 pm Bouquet and Garter Toss

__:00 pm Photographer departs

__:00 pm Transportation arrives

__:00 pm Last Call / Bar Closes

__:00 pm Couple's Last Dance - Song: _____

__:00 pm Couple leaves in _____ to go to _____

__:00 pm Everyone out of _____

Notes for the Day

Colors: _____

Final Guest Count: ___ / ___ adults and ___ children

Set Up

Card Box for Gift Table
Bring program baskets
White Umbrellas
Rose Petals
Candles & Vases

Ceremony

Bring Lunch to _____
Small _____ basket for flower girl

Move guest book to _____
Move gifts, if any, to _____'s vehicle after the ceremony

Reception

Beer and Wine / Liquor
Table Numbers
Seating Chart / Escort Cards
Sweetheart Table
Cake Table / Topper

Move gifts from reception to _____'s vehicle