



Wedding:

Date:

| Time | Event | Special Notes |
|--------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1:00pm | Bride, Bridesmaids, and Mother of the Bride arrive at Owen House. | Hair & make-up starts. Bring lunch, snacks, and drinks. Photographer is present. |
| 1:00pm | Day of Coordinator arrives and starts setting up. | Day of coordinator is responsible for a timely arrival of vendors, the communication with vendors, decorations and table setting. Coordinator will provide the vendor list with arrival times to the venue representative no later than two weeks prior to the wedding. |
| 3:30pm | First Look Bride & Groom Pictures | Photographer and wedding party is present. |
| 4:00pm | Bridesmaids & Groomsmen Pictures | Wedding party is present. |
| 4:15pm | Family Pictures | Make a list of all the pictures you want: <ul style="list-style-type: none"> • Bride with • Groom with • Bride & Groom with |
| 4:40pm | Prelude Music Arrival guests for ceremony. | Include a list of about 6 songs you would like played 20 minutes before the ceremony, while guests are taking a seat for the ceremony. |
| 5:00pm | Ceremony Begins | List song title Processional order: <ul style="list-style-type: none"> • Entrance of Officiant with Groom • Entrance of Grandparents of Groom (with escorts) • Entrance of Grandparents of the Bride (with escorts) • Entrance of Mother of the Groom (with escort) • Entrance of Mother of the Bride (with escort) • Entrance of Bridesmaids and Groomsmen (in reverse order) • Entrance of flower Girl and Ring Bearer • Entrance of Bride (with escort) |
| 5:05pm | Ceremony | Include song selection. <ul style="list-style-type: none"> • Welcome • Giving of the bride • Declaration of intent • Message |



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| | | <ul style="list-style-type: none"> • Exchange of vows • Exchange of rings • Unity ceremony • Declaration of marriage • Kiss • Pronouncement of marriage |
| 5:25pm | Recessional | List song title In what order will the wedding couple & wedding party exit the wedding. |
| 5:30pm | Cocktail Hour | Guests will get something to drink and are offered two appetizers/finger foods. To prevent a long line, have some glasses with drinks ready. Have a table ready with seating cards, giftbox and reception book. |
| 5:30pm | Bride & Groom possibly with wedding party will take more pictures | Day of coordinator checks with photographer if all pictures have been taken from the list. |
| 6:15pm | Couple gets introduced while entering the reception hall | The DJ does the introduction of the couple. |
| 6:17 | Welcome/prayer | Who will give a welcome and/or prayer. |
| 6:25 | Dinner Begins | Background music during dinner Buffet style, have servers ready, they will also do the cleanup. Invite one table at a time to the buffet. Plated dinner servers |
| 7:25 | Cake Cutting | List song title Wedding cake Grooms cake? Don't cut the top if you want to keep it for your first anniversary. Servers will cut the cake and hand it out. |
| 7:35 | Toasts | Limit your speeches to about three people (15 minutes total) <ul style="list-style-type: none"> • Father of the Bride or Mother of the Bride • Best man • Maid of honor • Or somebody who does an excellent job and knows the couple well. The Father and or Mother of the Groom can give a speech during the rehearsal dinner. |



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| 7:50pm | First Dance Bride & Groom | List song title |
| 7:55pm | Father – Daughter Dance | List song title |
| 8:00pm | Mother – Son Dance | List song title |
| 8:05pm | Dance Floor Opens | |
| 9:00pm | Bouquet Toss | Song title If you don't want to throw your bouquet, have a cheap replacement, or use one of the flower arrangements of the bridesmaids. If you decide to do this, ask yourself if you have enough unmarried ladies at your wedding. |
| 9:05pm | Garter | Song title About 50% do the garter toss. Keep it classy! Ask yourself if you have enough unmarried men at the wedding. |
| 9:55pm | Last Song | List song title |
| 10:00pm | Line up guests for exit | List song title List location Have transportation ready. Photography ready |
| 10:05 | Grand exit | Make sure you say personally goodbye to some guests before you do the official exit. Don't do a fake send off early because the photographer isn't staying until the end! Couple can use: <ul style="list-style-type: none"> • Sparkles • Bubbles • Glow sticks • Pompoms (Confetti, strings etc. are not allowed) |
| 11:00 | Everything is cleaned up and vendors have left. | The day of Coordinator stays until everything is cleaned up and does and final walk through with the venue representative. It is recommended that there is a designated group of about 5 people who help with the clean up!!! Too many helping hands can get chaotic and is not helpful. |