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Description automatically generated

DAY-OF TIMELINE

***Name 1 + Name 2***

*Wedding Date*

**Wedding:**

* Date:
* Ceremony Location:
* Cocktail Hour Location:
* Reception Location:
* After Party Location:

Day-of contact name and phone number:

Load-in/load-out instructions:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Supplier:** | **Company** | **Contact person:** | **Duty:** | **Cell #** | **Set up** | **Ready time** |
| Venue |  |  |  |  |  |  |
| Coordinator |  |  |  |  |  |  |
| Catering |  |  |  |  |  |  |
| Décor |  |  |  |  |  |  |
| Minister |  |  |  |  |  |  |
| Hair & Make-Up |  |  |  |  |  |  |
| Photographer |  |  |  |  |  |  |
| DJ |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Start the day with a wholesome breakfast and some mimosas 😊   
Take it easy and relax.   
This is the day that you will proclaim your love to your person, while surrounded by the people you love.  
Take it from us, time will fly by like you won’t believe.   
Appreciate every single moment, feel the texture of your dress/attire, give longer hugs than usual, smell your flowers…take everything in that you can!  
  
But the biggest advice we can give you: **Don’t sweat the small stuff!**

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Description automatically generated**Wedding Day** (insert date)

*(insert time)* Hair + Makeup start time

*(insert time)* Hair + Makeup end time *(30 min before bride puts on dress)*

*(insert time)* Put attire on *(30 minutes before first look photos)*

*(insert time)* First look + bridal party photos

*(insert time)* Photo ready

*(insert time)* Invite time *(the time you listed invite)*

*(insert time)* Ceremony begins *(30 minutes after invite time)*

*(insert time)* Processional *(insert song \*Optional)*

*(insert time)* Bridal entrance *(insert song)*

*(insert time)* Couple signs register *(insert song \*Optional)  
(insert time)* Confetti *(insert song \*Optional)*

*(insert time)* Ceremony end *(30 minutes after start time usually)*

*(insert time)* Family photos / Group Photos  
*(insert time)* Cocktail hour begins

*(insert time)* Couple photos (1 – 2 hours)  
  
*(insert time)* Reception area opens

*(insert time)* Guests seated for start of reception   
*(insert time)* Newly Weds arrive (insert song)

*(insert time)* MC: Welcome speech and house rules

*(insert time)* Prayer/Food blessing  
*(insert time)* Starters

*(insert time)* First part of speeches + toasts

*(insert time)* Dinner

*(insert time)* Second part of speeches + toasts

*(insert time)* Cake cutting *(right after dinner)*

*(insert time)* First dance *(right after cake cutting)*

*(insert time)* Parent dances *(right after first dance \*Optional)*

*(insert time)* Open dancing *(at the end of parent dances the band/DJ can ask*

*everyone to come on the dance floor and then transition into upbeat*

*music to get the party started)*

*(insert time)* Bouquet

*(insert time)* Garter

*(insert time)* Party continues

*(insert time)* Last song *(5 minutes before music is meant to be off at the venue)*

*(insert time)* End Time

*(insert time)* Breakdown begins *(30 minutes after end time, if possible)*

*(insert time)* Breakdown end time

\*make sure to add in all vendor arrival and departure times and any/all details about the day

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Description automatically generated**COMPANY TO-DOS:**

**NOTES:**