



# Venue & Catering Timeline

Event Name & Date : \_\_\_\_\_

Family arrives at venue: (cottage opens 9am)	
Guests arrive at venue: (event time begins)	
Cocktail Hour: (serve apps and drinks)	
Open Tent / Begin Program:	
Cake Cutting?	
Open Dinner:	
Close Bar: (15 mins before end time)	
Event Concludes:	
Clean up time concludes: (2 hours after event end time)	



# 'MY' Vendors

Event Name & Date : \_\_\_\_\_

Type of Vendor	Company Name & Contact Person	Phone Number & Email
Cater		
DJ		
Photography		
Decor/Florist		
MUA		

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