

Day Of
WEDDING
BINDER

Day Of
WEDDING
BINDER

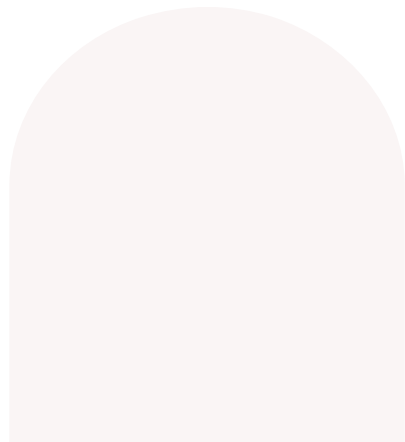
Day Of
WEDDING
BINDER

TABLE OF CONTENTS

1. WEDDING WEEKEND EVENTS
2. CEREMONY VENUE
3. RECEPTION VENUE
4. EVENT MAPS
5. CONTACTS
6. WEDDING PARTY
7. ACCOMODATIONS
8. WEDDING DAY TIMELINE
9. MENUS
10. TIMELINE SHEETS
11. PHOTOGRAPHY
12. SONG LIST
13. FLOORPLANS
14. SEATING PLAN
15. SET UP
16. CHECKLISTS

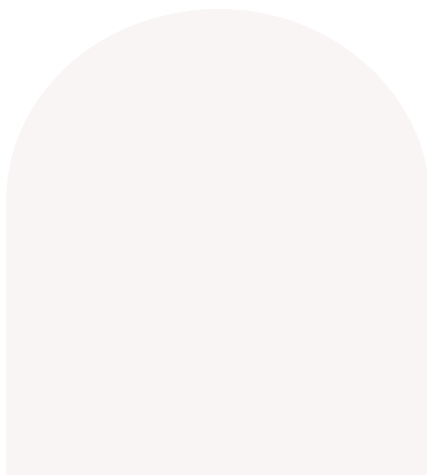
WEDDING WEEKEND

Events



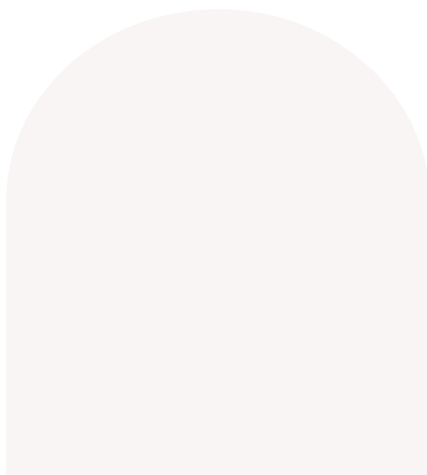
FRIDAY

- REHEARSAL
DINNER



SATURDAY

- CEREMONY
- RECEPTION

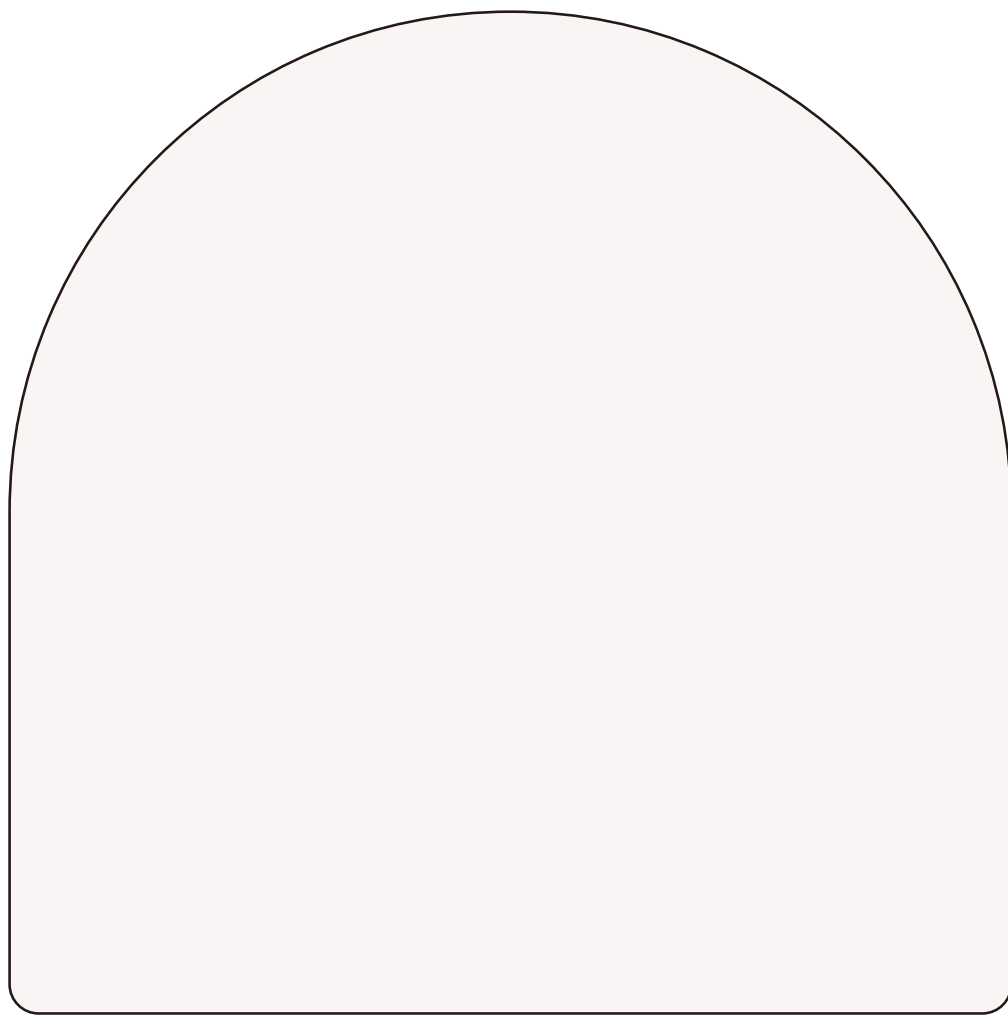


SUNDAY

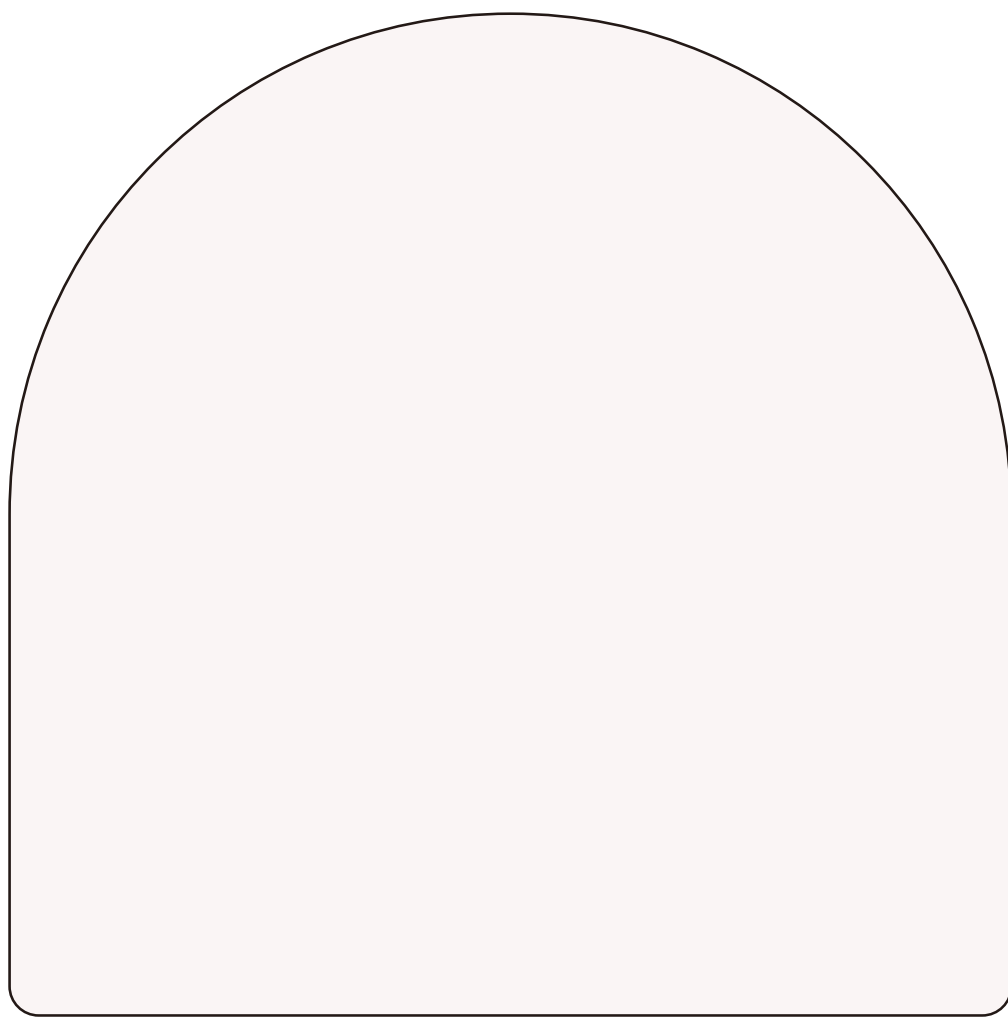
- BRUNCH



CEREMONY VENUE



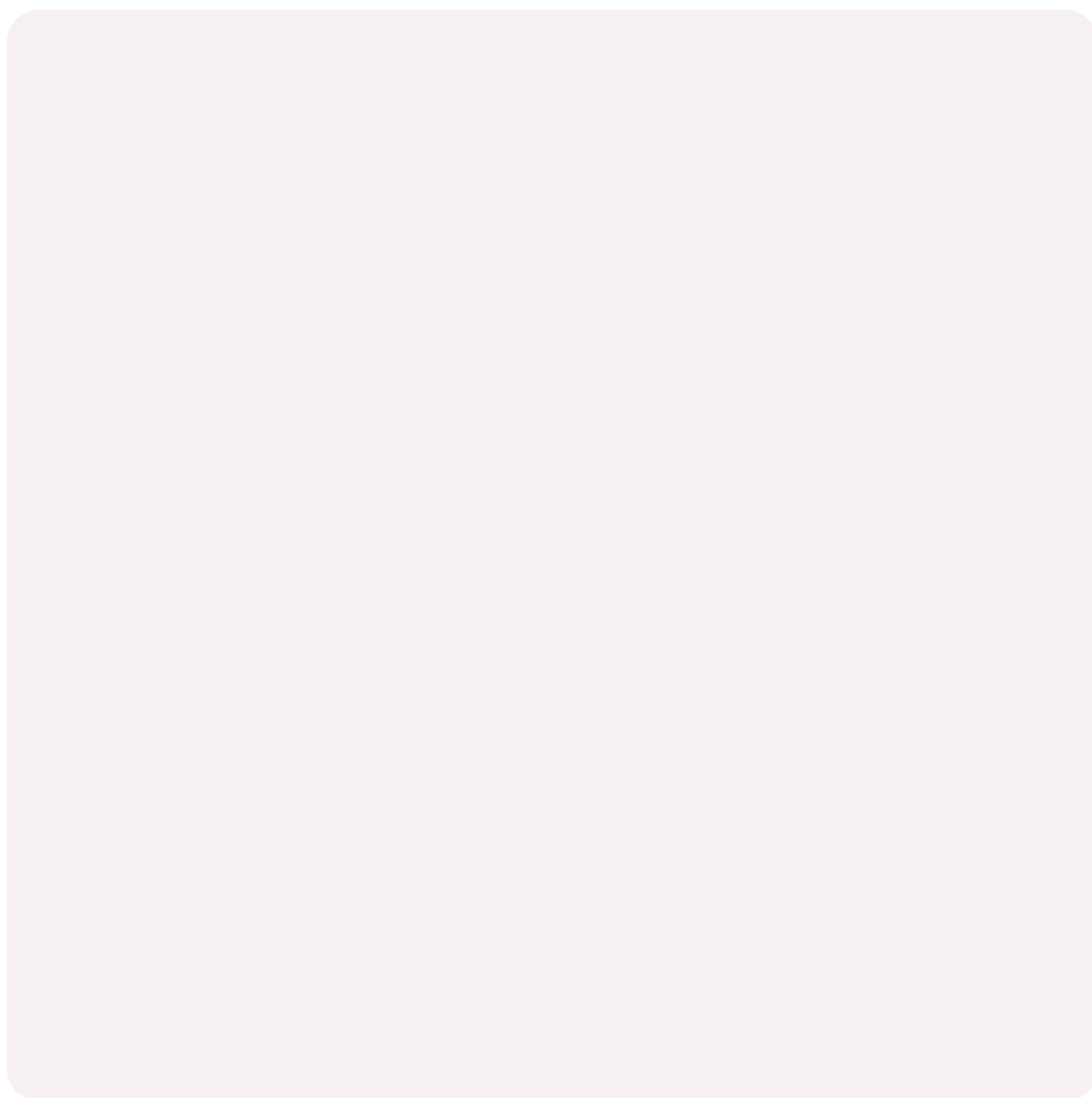
RECEPTION VENUE



WEDDING WEEKEND

Events Locations

DESTINATION MAP

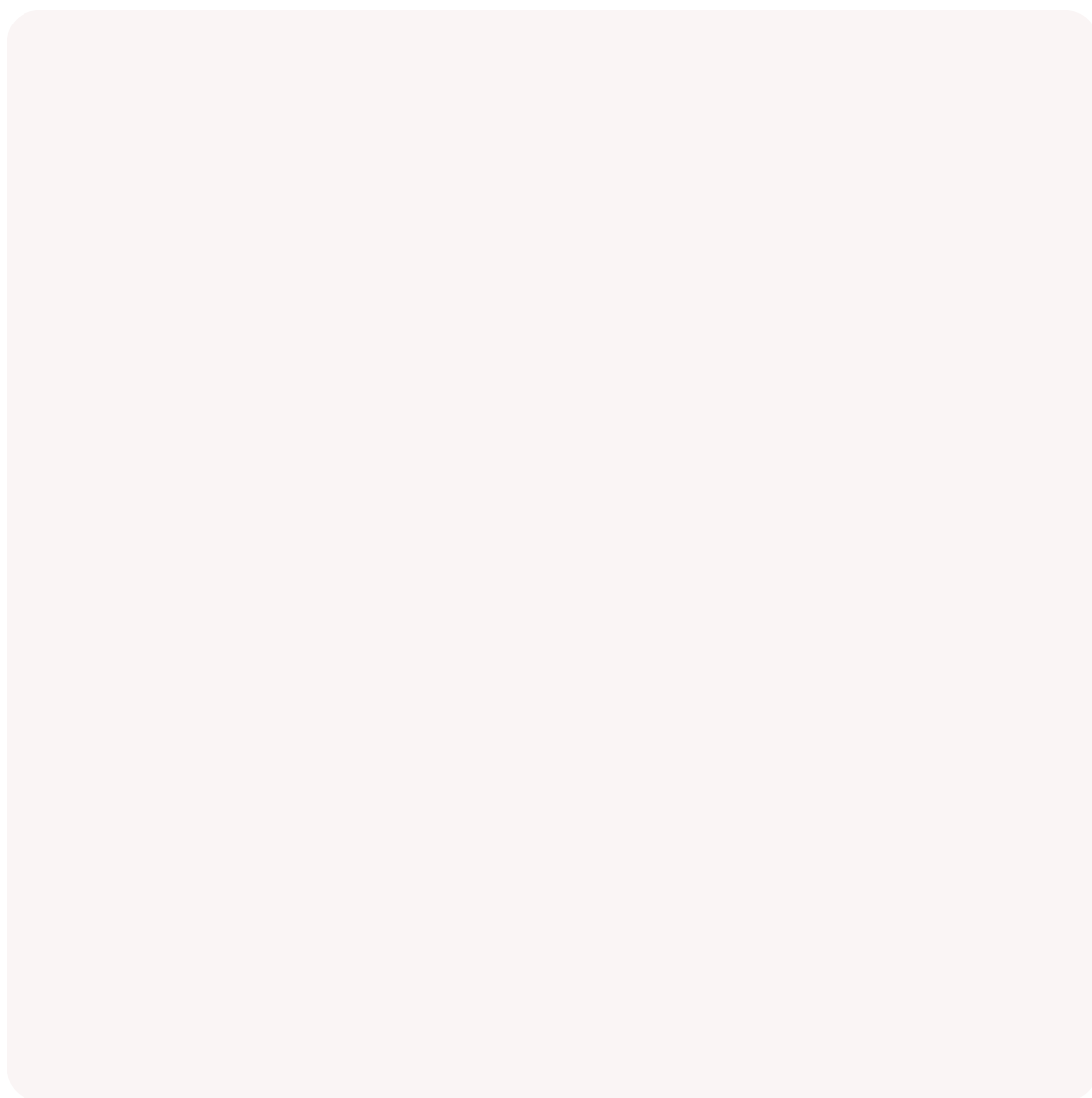


FROM HOTEL TO REHEARSAL DINNER

WEDDING WEEKEND

Events Locations

DESTINATION MAP

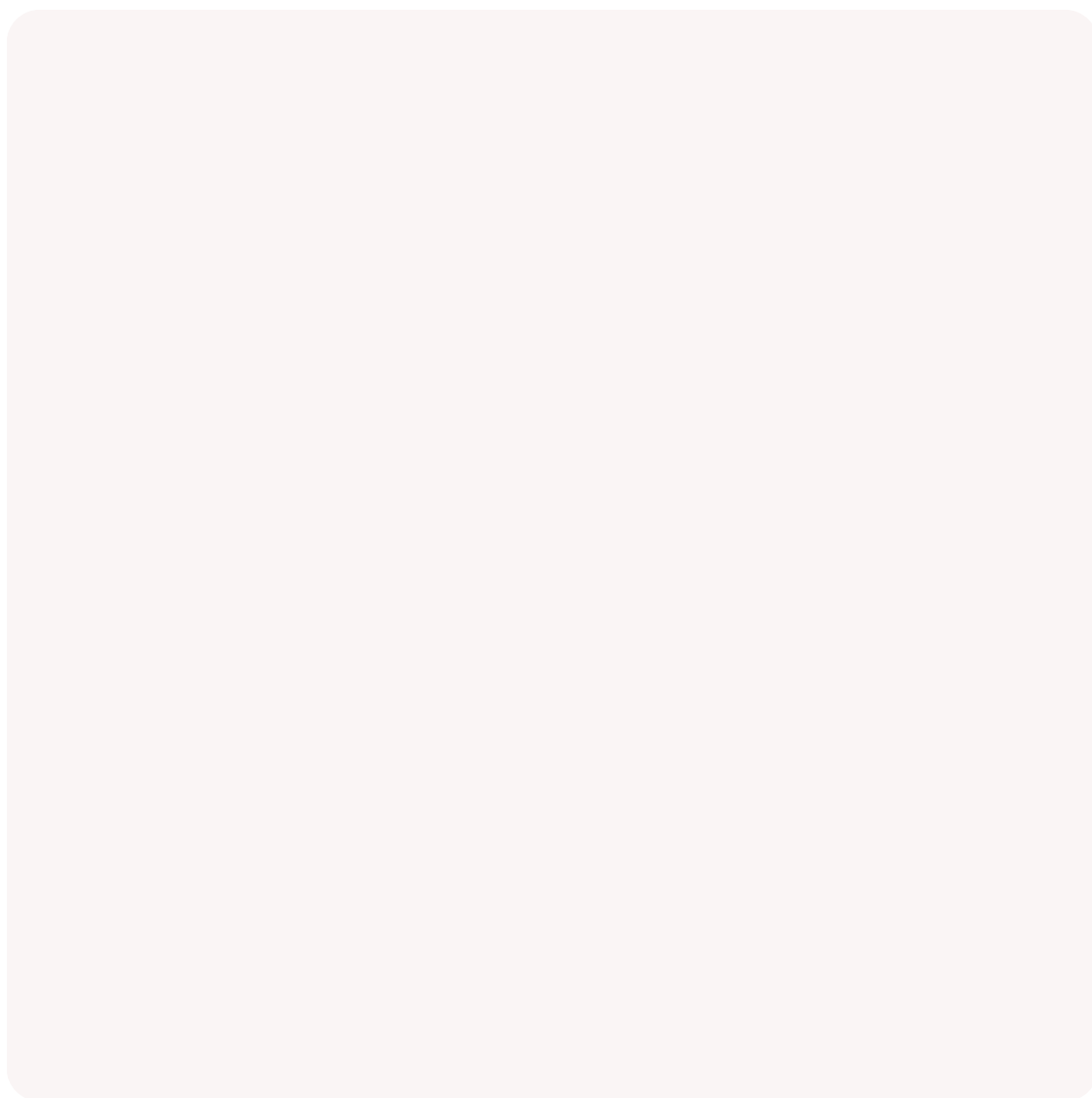


FROM HOTEL TO WEDDING CEREMONY

WEDDING WEEKEND

Events Locations

DESTINATION MAP

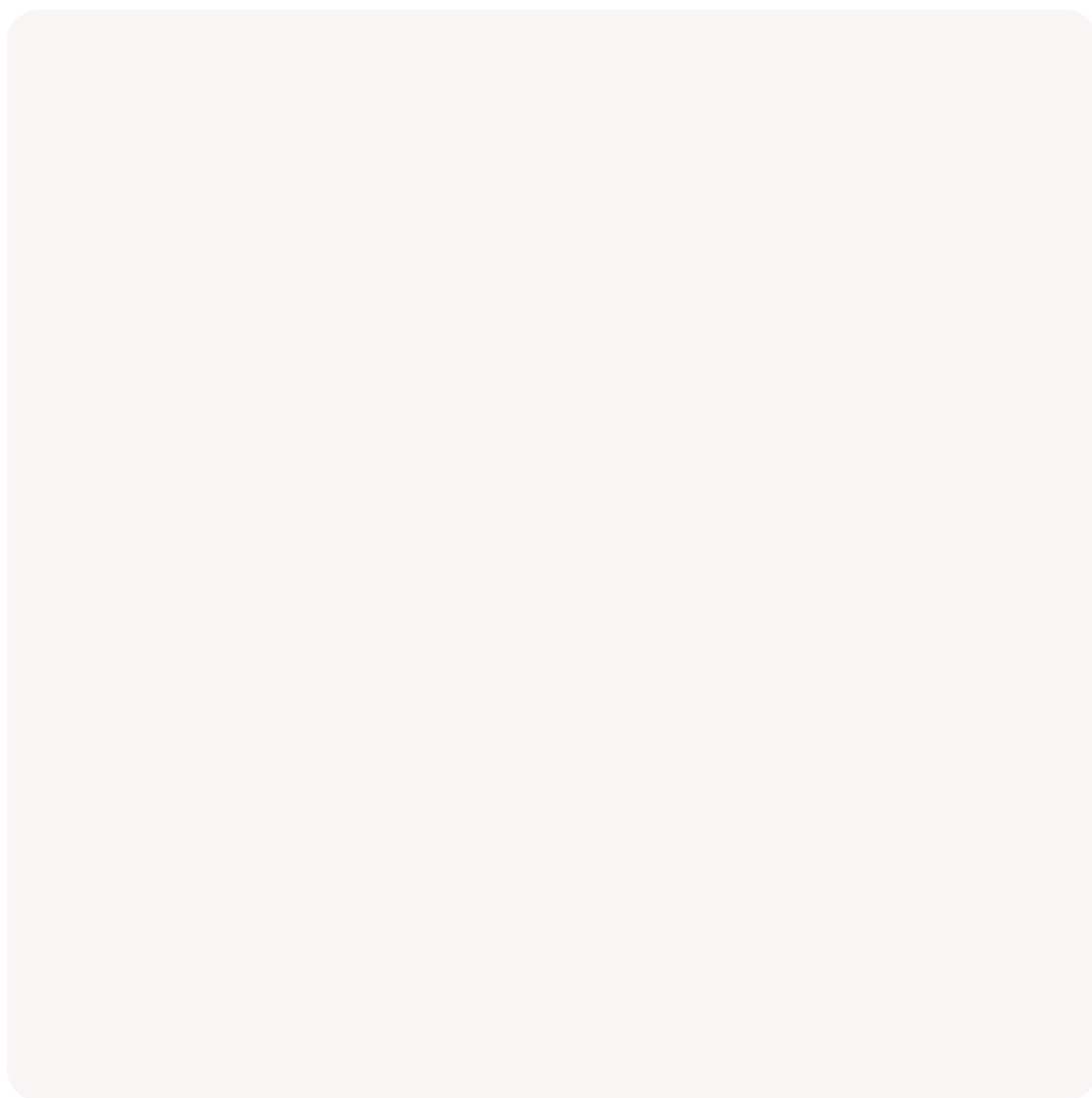


FROM HOTEL TO WEDDING CEREMONY

WEDDING WEEKEND

Events Locations

DESTINATION MAP



FROM HOTEL TO WEDDING CEREMONY

CONTACTS

HAVE A QUESTION ABOUT THE WEDDING?



NEED TO REACH THE BRIDAL PARTY?



VENDOR CONTACTS

VENDOR	VENDOR NAME	PHONE NUMBER
CEREMONY VENUE		
RECEPTION VENUE		
CATERER		
FLORIST		
DECORATOR		
PHOTOGRAPHER		
VIDEOGRAPHER		
BAKER		
HAIR STYLIST		
MAKE-UP STYLIST		
TRANSPORTATION		
OFFICIANT		
CEREMONY MUSICIANS		
RECEPTION MUSICIANS		

WEDDING PARTY

MAID OF HONOR

BEST MAN

BRIDESMAIDS

GROOMSMEN

FLOWER GIRL

RING BEARER

WEDDING PARTY



MAID OF HONOR



BRIDESMAID



BRIDESMAID



BRIDESMAID



BRIDESMAID

WEDDING PARTY



BEST MAN



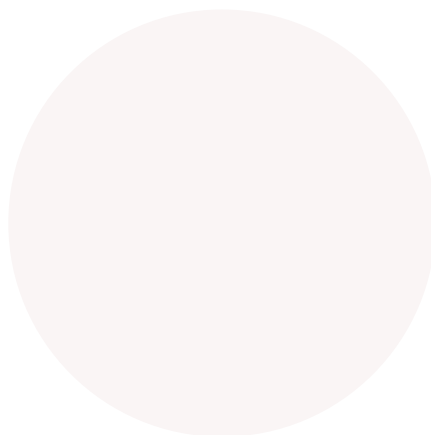
GROOMSMEN



GROOMSMEN



GROOMSMEN



GROOMSMEN

BRIDE'S PARENTS



MOTHER OF THE BRIDE

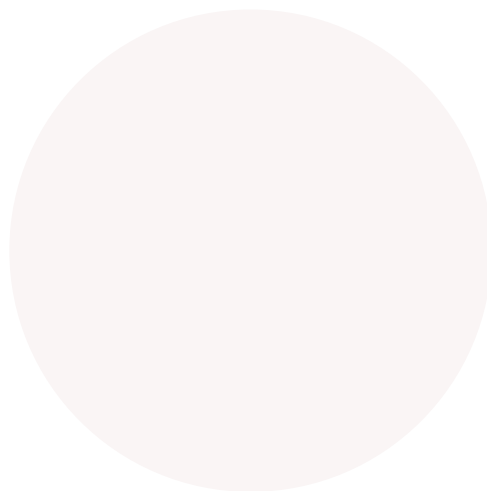


FATHER OF THE BRIDE

GROOM'S PARENTS



MOTHER OF THE GROOM



FATHER OF THE GROOM

WEDDING PARTY

MOTHER OF BRIDE

MOTHER OF GROOM

FATHER OF BRIDE

FATHER OF GROOM

ACCOMODATIONS

DATE:
HOTEL NAME:
HOTEL CONTACT:

Room #

Room #

Room #

Room #

Room #

Room #

Room #

Room #

Room #

ACCOMODATIONS

DATE:
HOTEL NAME:
HOTEL CONTACT:

Room #

Room #

Room #

Room #

Room #

Room #

Room #

Room #

Room #

WEDDING DAY TIMELINE

PM

We Do

CEREMONY



We Drink

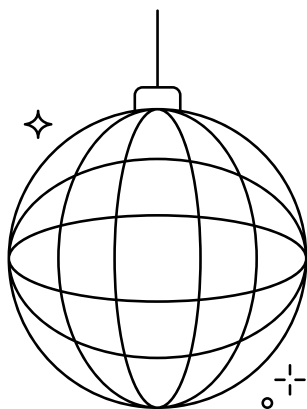
COCKTAIL
HOUR

PM

PM

We Eat

DINNER &
SPEECHES



We Party

DRINKS &
DANCING

PM

REHEARSAL DINNER MENU



APPETIZER



MAIN



DESSERT

WEDDING MENU



APPETIZER



MAIN



DESSERT

TIMELINE SHEETS

TIMELINE SHEETS

Rehearsal Day

[illegible]

TIMELINE SHEETS

Rehearsal Dinner

[illegible]

WEDDING CEREMONY

Program

Details

CEREMONY LOCATION		
CEREMONY DATE		
CEREMONY TIME		

Ceremony Party

TITLE	NAME	CONTACT
WEDDING OFFICIANT		
VOCALIST		
MUSICIAN		
READER 1		
READER 2		
WEDDING COORDINATOR		

WEDDING CEREMONY

Timeline

TIME	EVENT	NOTES
00:00		
00:00		
00:00		
00:00		
00:00		
00:00		
00:00		
00:00		
00:00		
00:00		
00:00		

WEDDING CEREMONY

Procession exit

NO	NAME 1	NAME 2	SONG
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

TIMELINE SHEETS

Wedding Day

[illegible]

TIMELINE SHEETS

Vendors

[illegible]

TIMELINE SHEETS

Bridal Party - Getting Ready

[illegible]

TIMELINE SHEETS

Grooms Timeline

[illegible]

TIMELINE SHEETS

Ceremony Timeline

[illegible]

TIMELINE SHEETS

Reception Timeline

[illegible]

TRANSPORTATION SCHEDULE

[illegible]

PHOTO LIST

PHOTO SHOTS

Bride Getting Ready

PHOTO SHOTS
Groom Getting Ready

PHOTO SHOTS

Bride & Groom

PHOTO SHOTS

Bridal Party

PHOTO SHOTS

Wedding Decor

PHOTO SHOTS

Ceremony

PHOTO SHOTS

Reception

PHOTOGRAPHY LIST

Bridal Suite

BRIDAL SUITE ITEMS

- ☐ Wedding dress on hanger
- ☐ Bridal Shoes
- ☐ Bridal Bouquet
- ☐ Bridal Jewellery
- ☐ Brides Perfume
- ☐ Bridesmaids Dresses
- ☐ All flower bouquets together
- ☐ Wedding invitation
- ☐ Wedding bands
- ☐
- ☐
- ☐
- ☐

BRIDE AND OTHERS

- ☐ Bride and mother
- ☐ Bride and father
- ☐ Bride and siblings
- ☐ Bride and maid of honor
- ☐ Bride and bridesmaids
- ☐ Bridesmaids
- ☐
- ☐
- ☐
- ☐

BRIDAL SUITE PORTRAITS

- ☐ Bride having hair done
- ☐ Bride having make up done
- ☐ Bridesmaids having hair done
- ☐ Bridesmaids having make up done
- ☐ Bride getting into her wedding gown
- ☐ Close-up of the bride's face while putting on makeup or jewelry
- ☐ Bride looking at herself in the mirror
- ☐ Mother or parents helping the bride get ready
- ☐ Fastening the bridal gown or adjusting details
- ☐
- ☐
- ☐
- ☐

PHOTOGRAPHY LIST

Groom Suite

GROOMS SUITE ITEMS

- ☐ Suit
- ☐ Shoes
- ☐ Cufflinks
- ☐ Watch
- ☐ Cologne
- ☐
- ☐
- ☐
- ☐

GROOM AND OTHERS

- ☐ Groom and best man
- ☐ Groomsmen
- ☐ Groom with groomsmen
- ☐ Groom with mother
- ☐ Groom with father
- ☐ Groom with siblings
- ☐
- ☐
- ☐

GROOM SUITE PORTRAITS

- ☐ Groom getting dressed or tying his tie
- ☐ Candid moments with the groom and his groomsmen
- ☐ Groom putting on his boutonniere
- ☐ Close-up of the groom's face
- ☐ Father or parents helping the groom get ready
- ☐ Adjusting cufflinks or other details
- ☐ Individual shots of the groom looking sharp
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

PHOTOGRAPHY LIST

Wedding

CEREMONY

- ☐ Candid shots of guests arriving at the ceremony venue
- ☐ Shots of the ceremony setup and decor
- ☐ The ceremony program or order of service
- ☐ Shots of the officiant
- ☐ Groom's reaction as the bride walks down the aisle
- ☐ Bride walking down the aisle with her escort
- ☐ Ceremony processional and recessional shots
- ☐ The exchange of vows and rings
- ☐ First kiss as a married couple
- ☐ Signing the marriage certificate
- ☐ Couple's exit from the ceremony venue
- ☐ Any unique or culturally significant traditions

PHOTOGRAPHY LIST

Wedding

PORTRAITS

- [illegible]

PHOTOGRAPHY LIST

Wedding

RECEPTION

- [illegible]

VIDEOGRAPHY

Shots not to miss

A well-rounded wedding video captures the essence of the day, from the preparations to the final farewell. Here is a comprehensive list of scenes your wedding videographer should not miss:

Pre-Ceremony

1. Venue Establishing Shots:
 - Exterior and interior shots of the ceremony and reception venues.
2. Bride and Groom Getting Ready:
 - Hair and makeup for the bride.
 - Groom and groomsmen preparing.
 - Bridesmaids helping the bride with her dress.
 - Details of attire (dress, shoes, jewelry, cufflinks, ties).
3. Personal Moments:
 - Bride reading a letter from the groom (or vice versa).
 - Gift exchanges between the couple.
 - Emotional moments with close family and friends.
4. First Look:
 - The couple seeing each other for the first time, if they choose to do a first look.

Ceremony

1. Guests Arriving:
 - Shots of guests arriving and mingling before the ceremony.
2. Decor Details:
 - Close-ups of flowers, decorations, and program details.
3. Processional:
 - Bridal party and groom entering.
 - Bride walking down the aisle.
4. Ceremony Highlights:
 - Exchange of vows.
 - Ring exchange.
 - The kiss.
 - Any special rituals or traditions.
 - Recessional (the couple exiting the ceremony).

Post-Ceremony

1. Immediate Reactions:
 - Couple's immediate reactions after the ceremony.
 - Family and friends congratulating the couple.
2. Group Shots:
 - Formal family and bridal party portraits.
 - Candid moments with the bridal party.

VIDEOGRAPHY

Shots not to miss

Reception

1. Venue and Decor:
 - Reception venue setup.
 - Centerpieces, table settings, and other decor details.
2. Cocktail Hour:
 - Guests mingling and enjoying hors d'oeuvres.
3. Grand Entrance:
 - The couple's entrance to the reception.
4. First Dance:
 - The couple's first dance as newlyweds.
5. Parent Dances:
 - Father-daughter and mother-son dances.
6. Speeches and Toasts:
 - Best man, maid of honor, and any other significant speeches.
7. Dinner:
 - Guests enjoying the meal (if you want dinner included).
8. Cake Cutting:
 - The couple cutting the wedding cake and feeding each other.
9. Bouquet and Garter Toss:
 - Tossing the bouquet and garter (if included in your reception).
10. Dancing:
 - Guests dancing and enjoying the party.
 - Candid dance floor moments.
11. Special Traditions:
 - Any unique cultural or family traditions during the reception.

Miscellaneous

1. Detail Shots:
 - Wedding rings, invitation suite, and other small details.
2. Interviews:
 - Short interviews with the couple, bridal party, or family members.
3. Sunset Shots:
 - If possible, romantic shots of the couple during sunset.
4. Send-Off:
 - The couple's grand exit (sparkler exit, confetti, etc.).
5. Post-Event:
 - Final shots of the couple leaving and the venue closing down.

SONG LIST

SONG LIST

Main

	SONG NAME
CEREMONY	
PROCESSIONAL SONG	
GROOM ENTERANCE SONG	
BRIDAL PARTY ENTRANCE	
BRIDE ENTRANCE SONG	
RECESSIONAL SONG	
RECEPTION	
BRIDE AND GROOM ENTRANCE	
FIRST DANCE SONG	
BOUQUET TOSS SONG	
FATHER/DAUGHTER DANCE SONG	
LAST SONG OF THE NIGHT	

SONG LIST

Must Play Song

[illegible]

SONG LIST

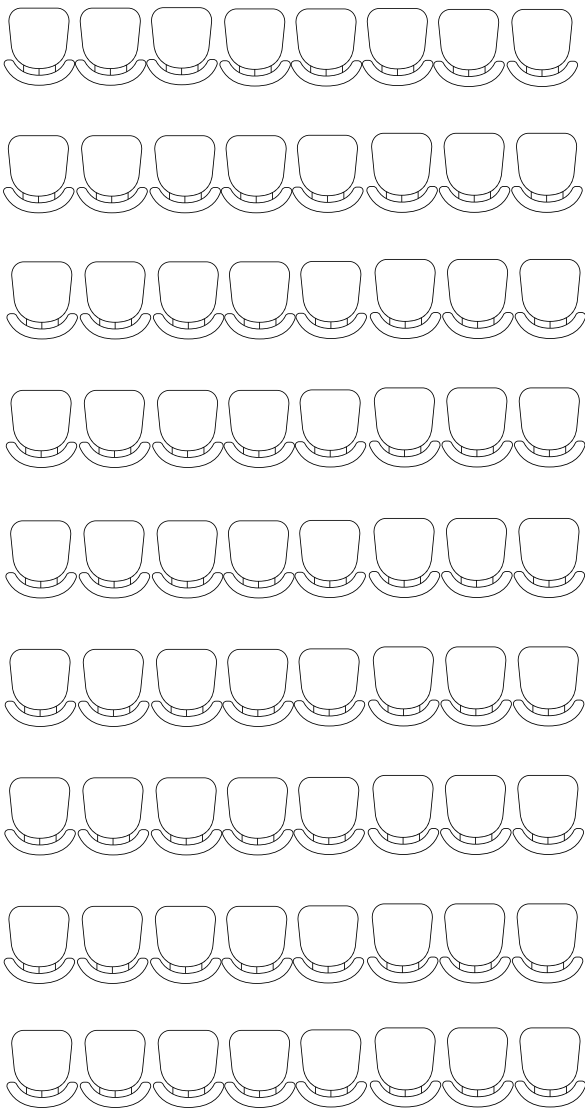
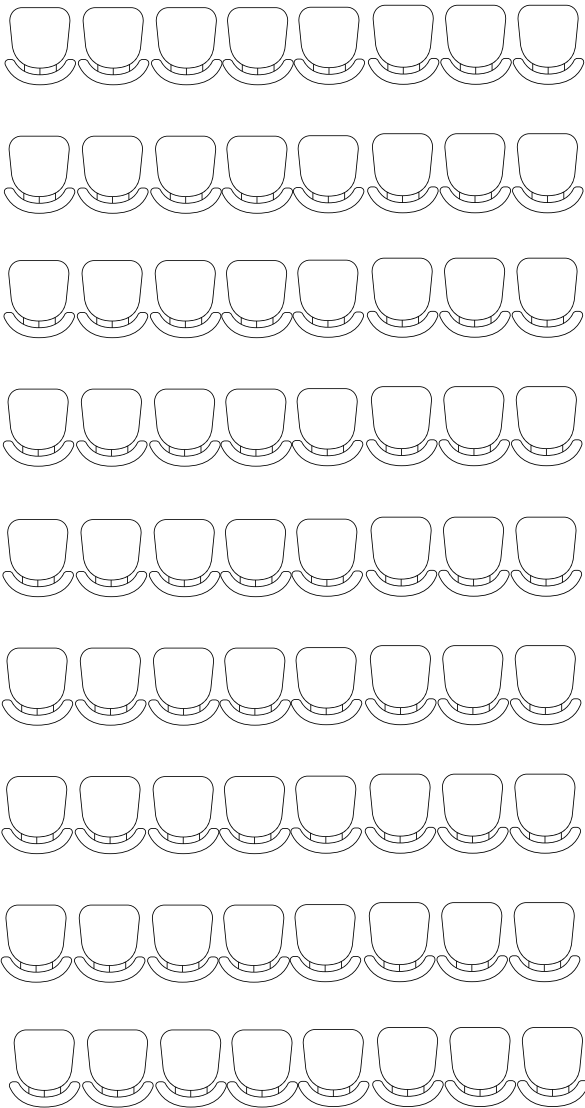
Do Not Play

[illegible]

FLOOR PLANS

CEREMONY FLOOR PLAN

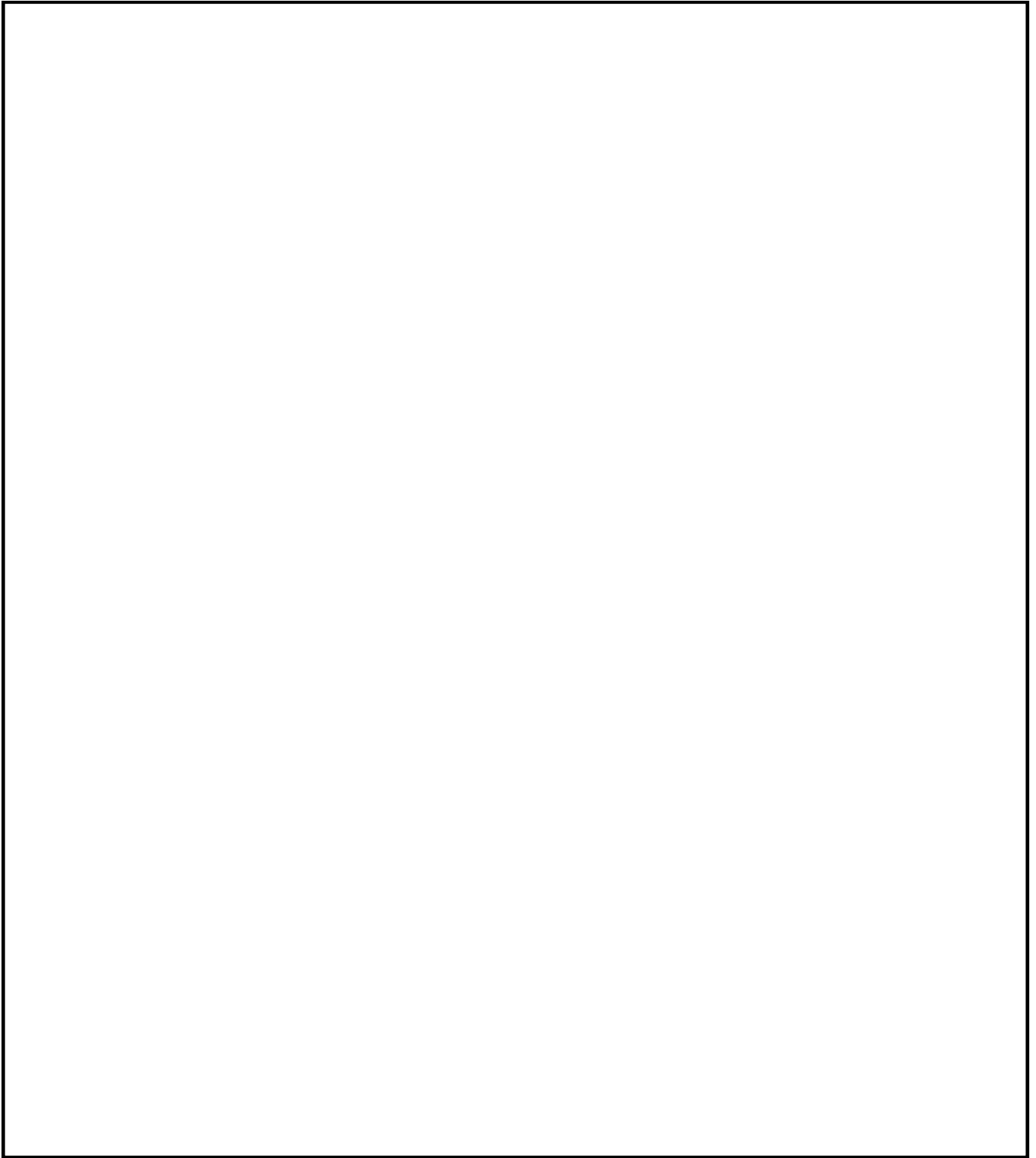
Example



CEREMONY FLOOR PLAN

Builder

RECEPTION FLOOR PLAN



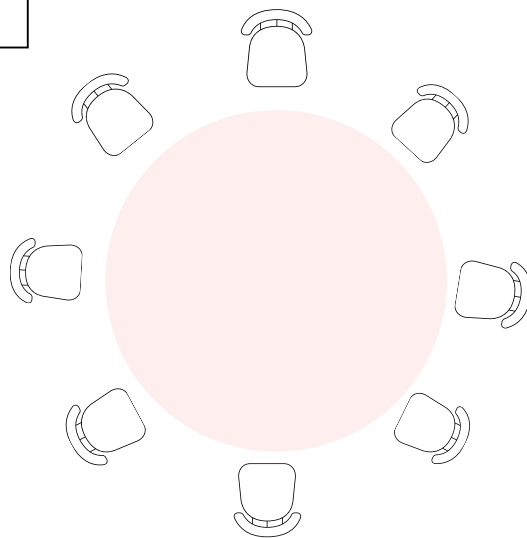
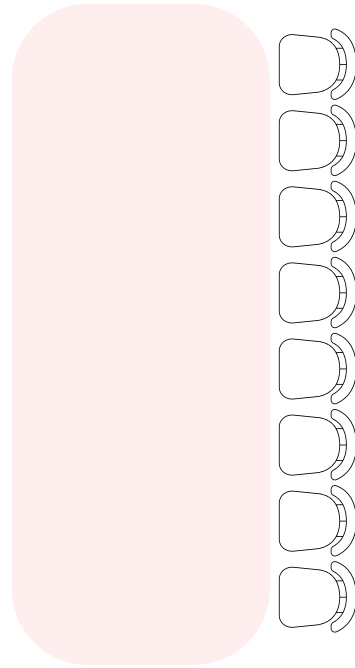
RECEPTION FLOOR PLAN

SEATING PLAN

SEATING PLAN

Head Table

	HEAD TABLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	



SEATING PLAN

Guests

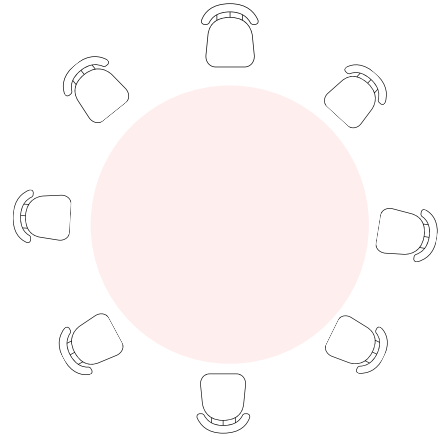
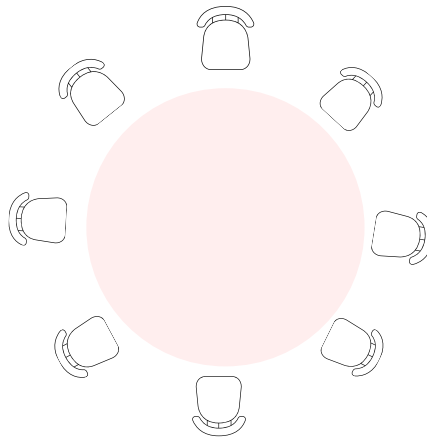
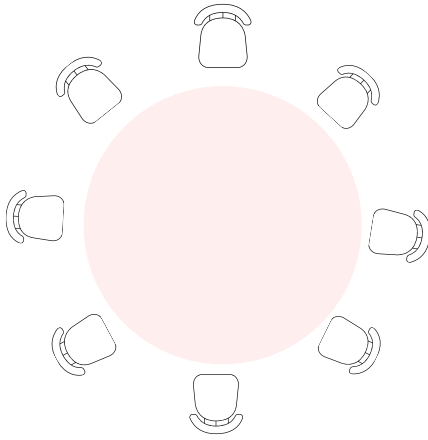


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

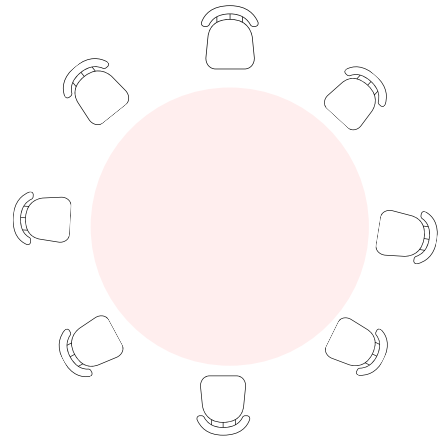
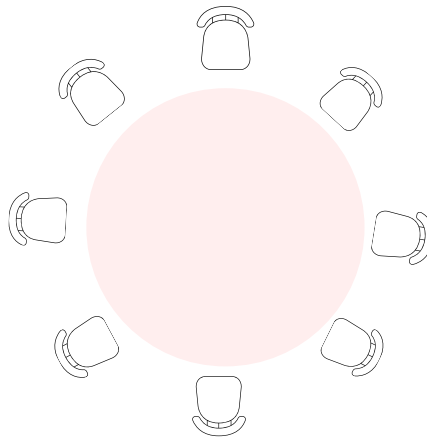
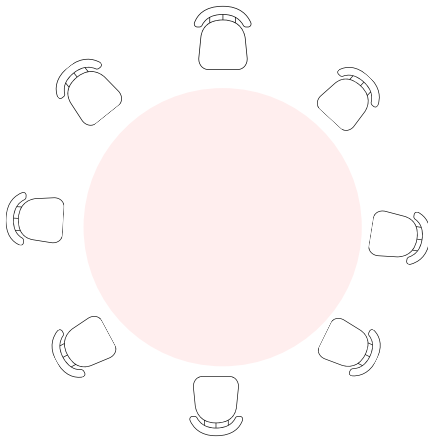


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

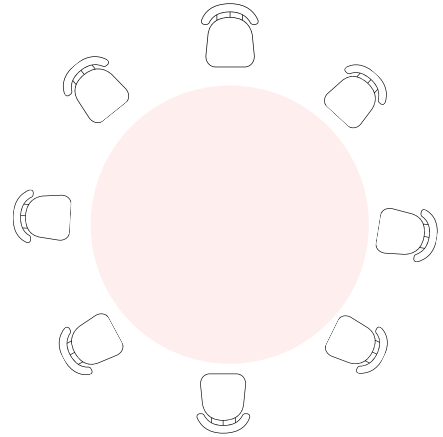
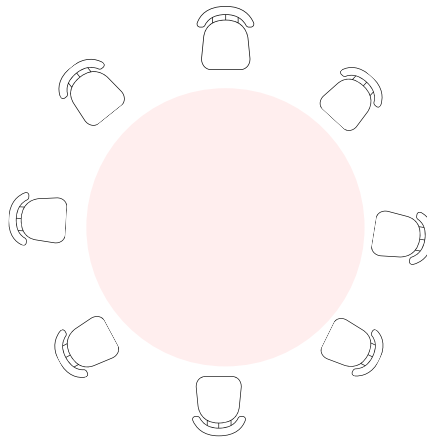
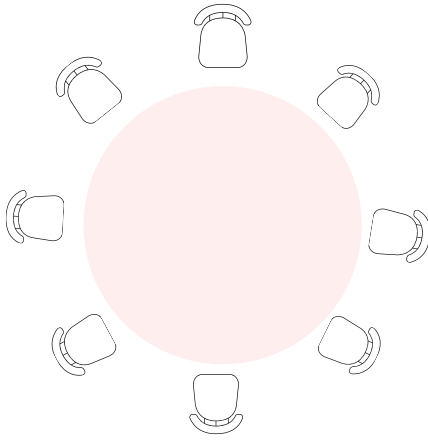


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

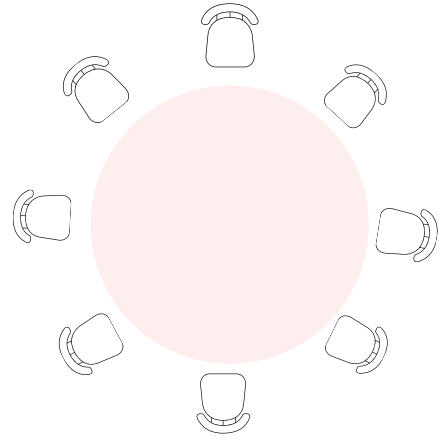
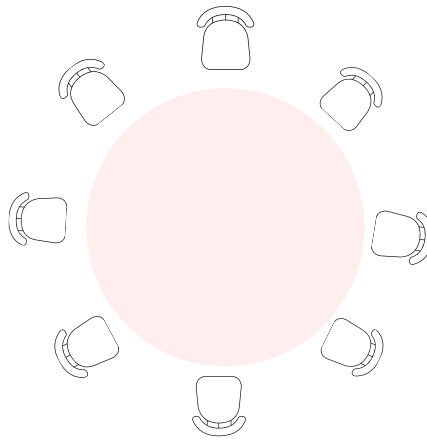
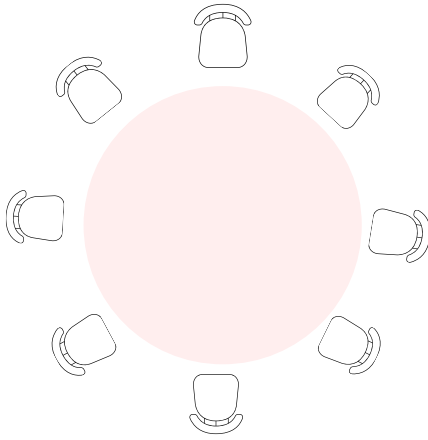


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

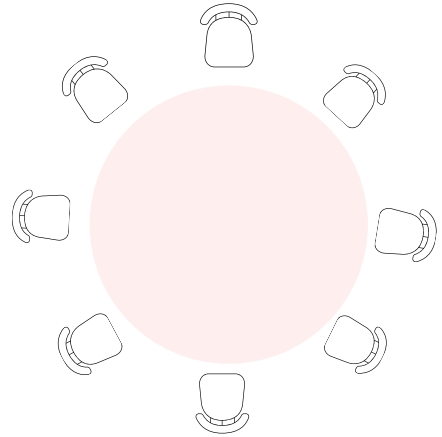
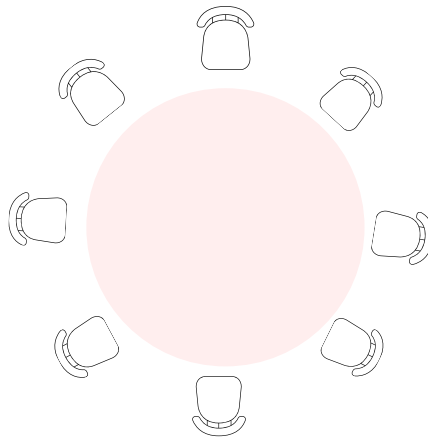
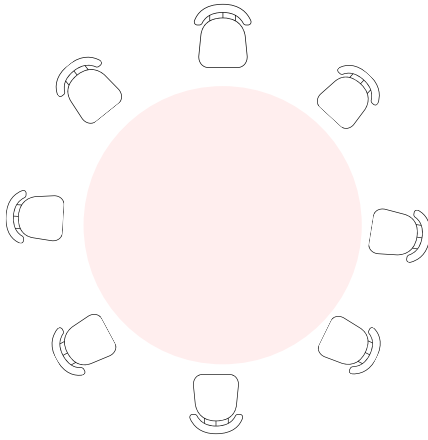


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

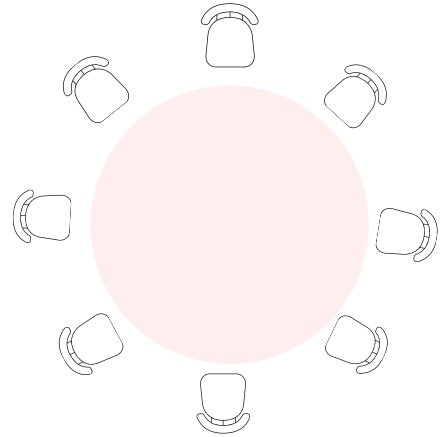
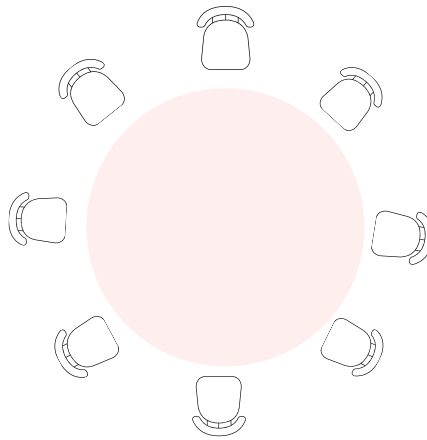
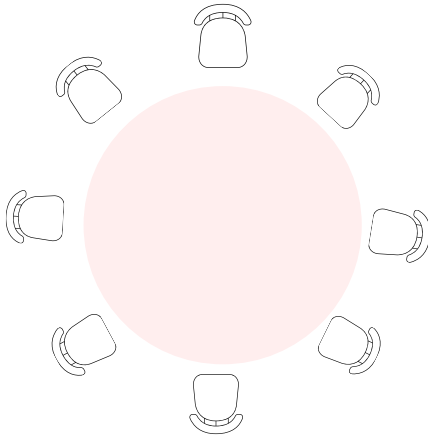


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

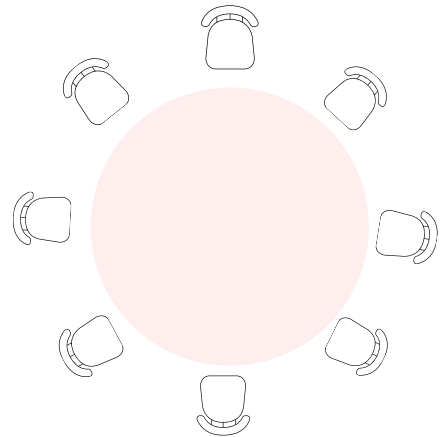
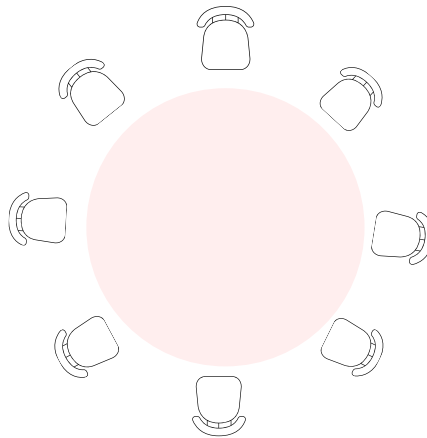
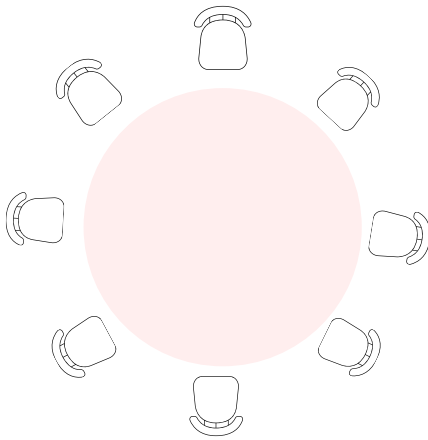


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

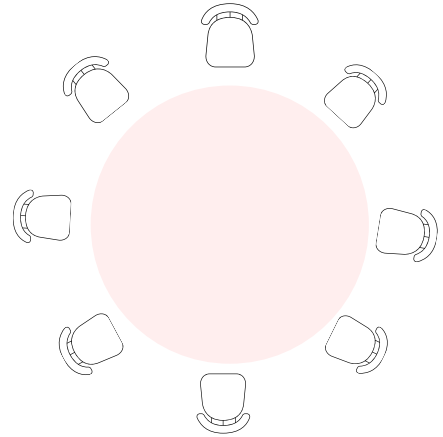
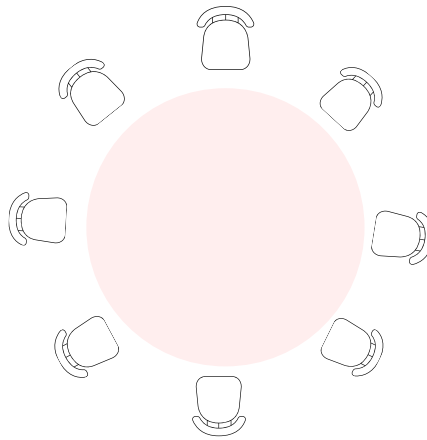
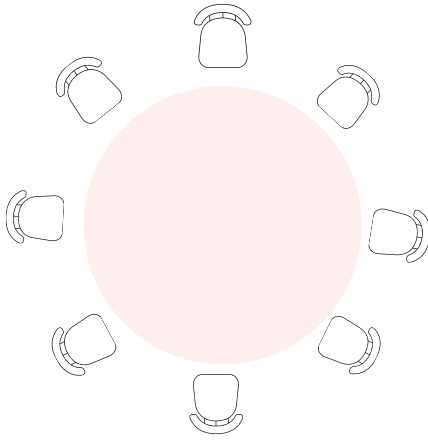


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

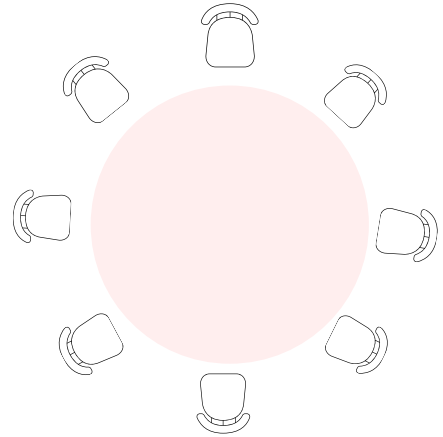
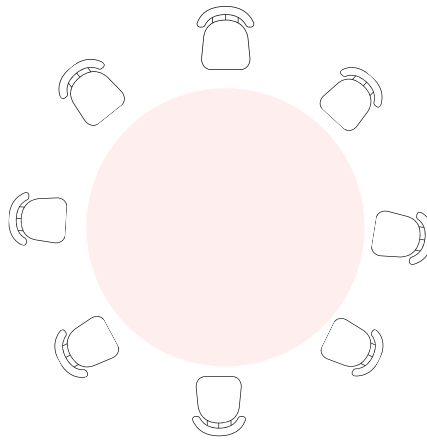
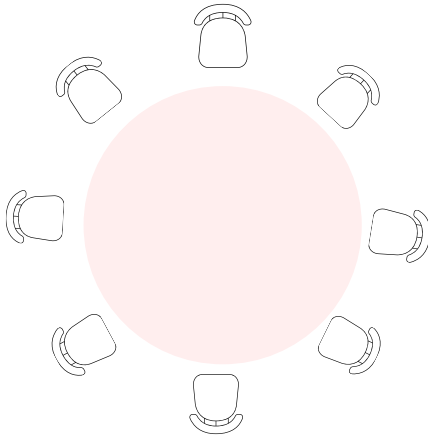


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

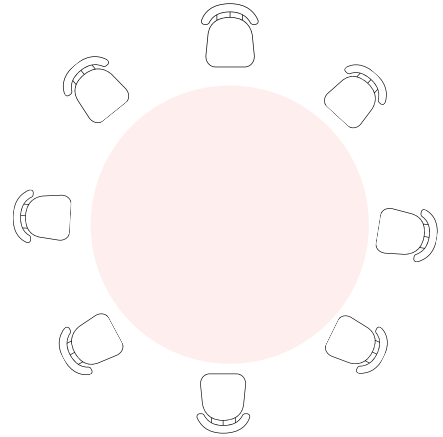
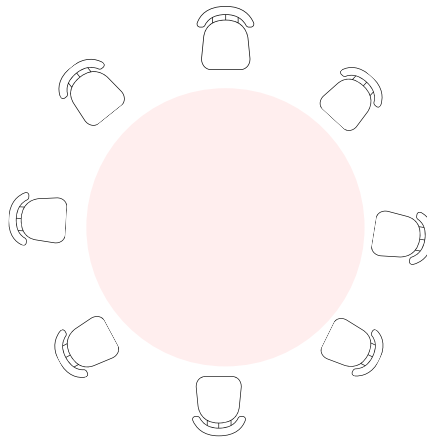
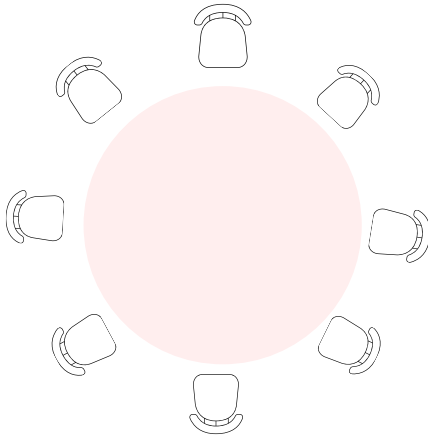


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

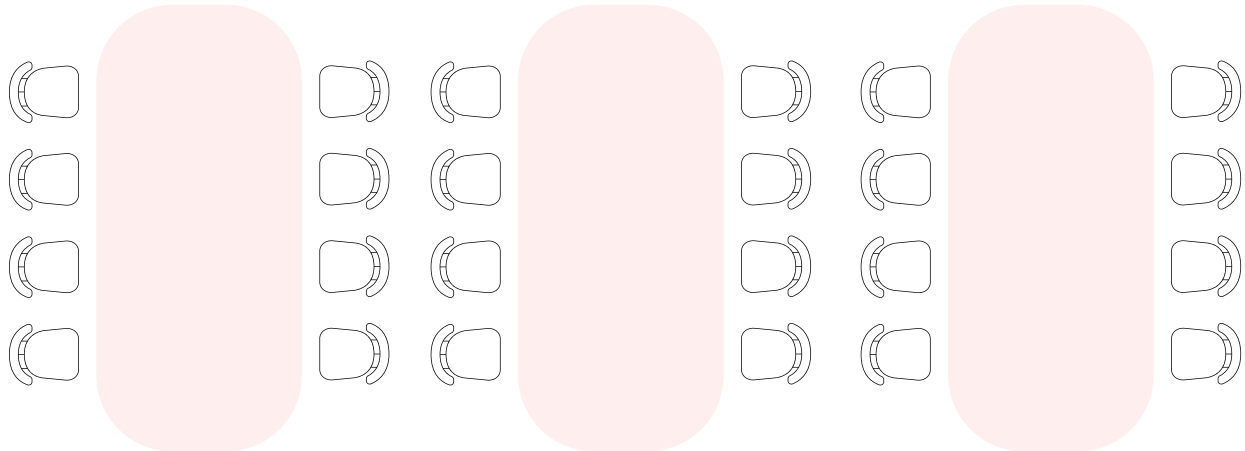


	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

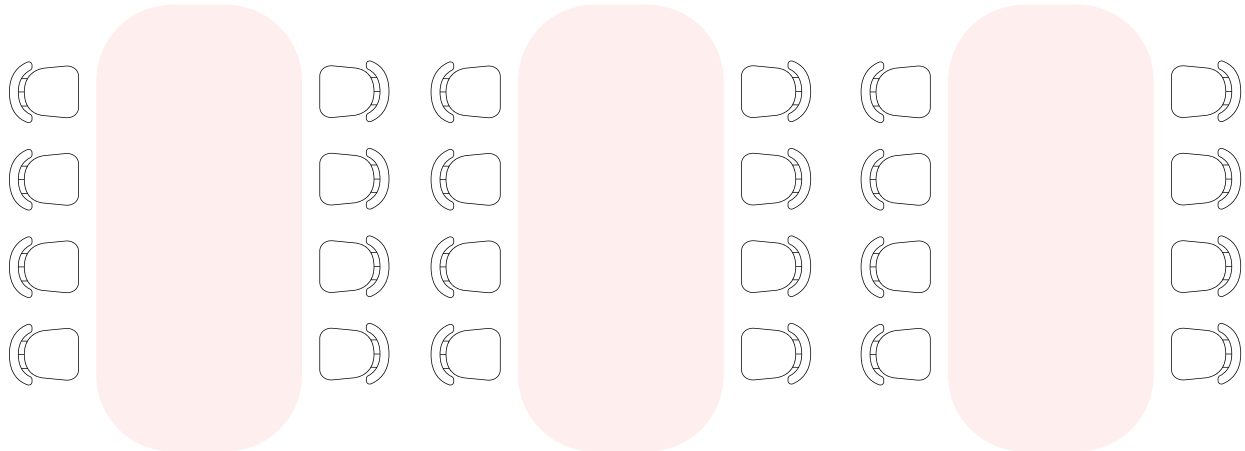


	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

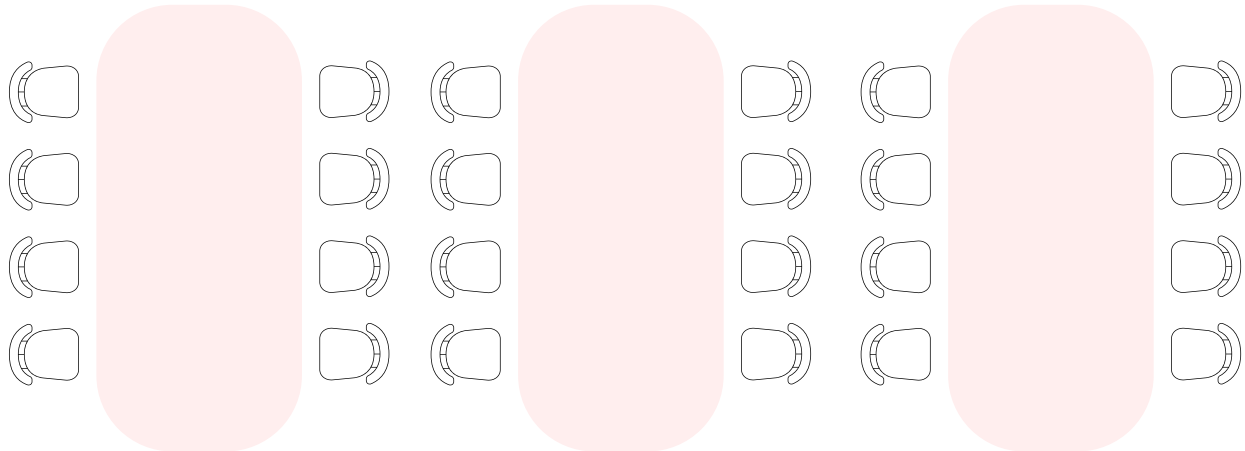


	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

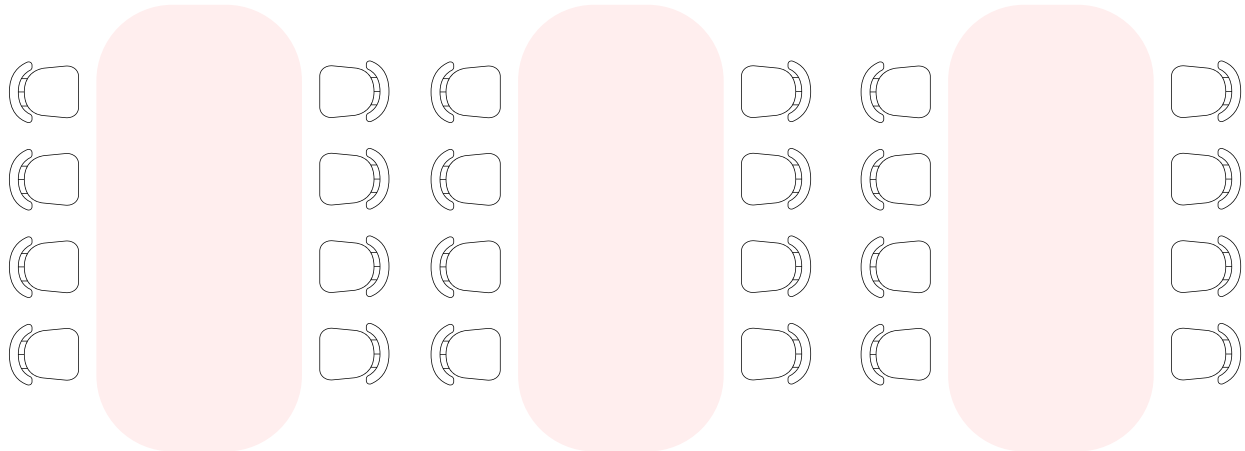


	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

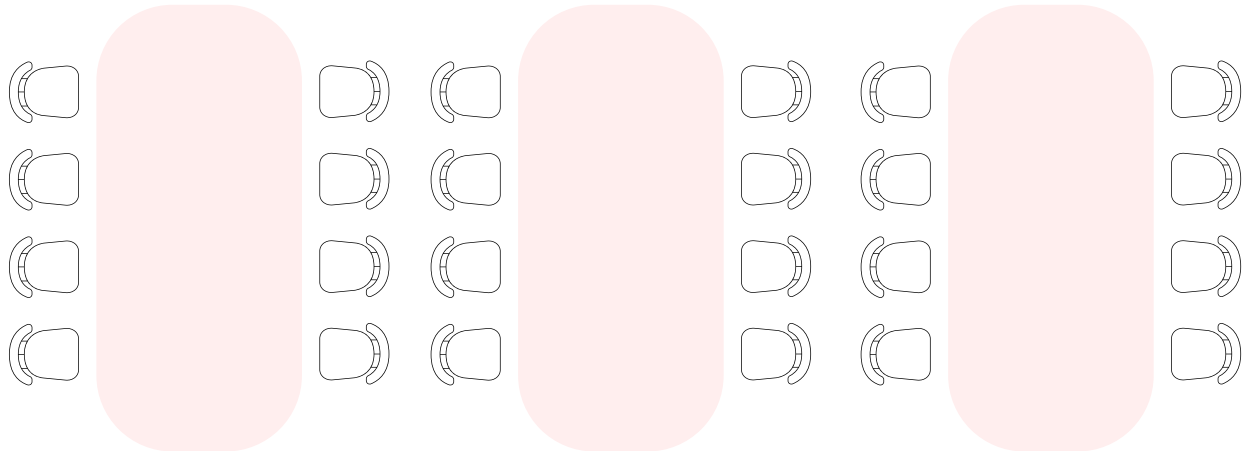


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

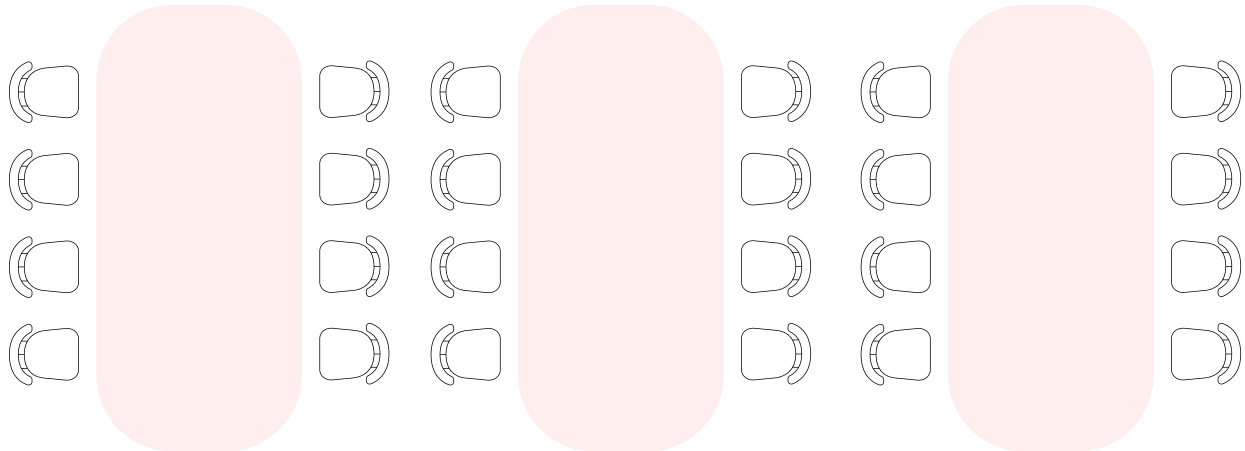


	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

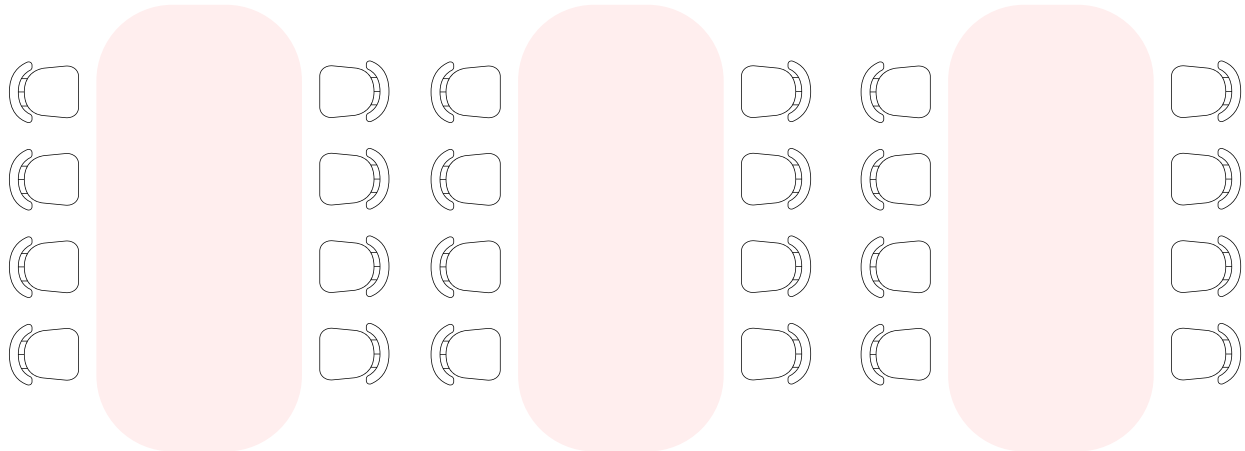


	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

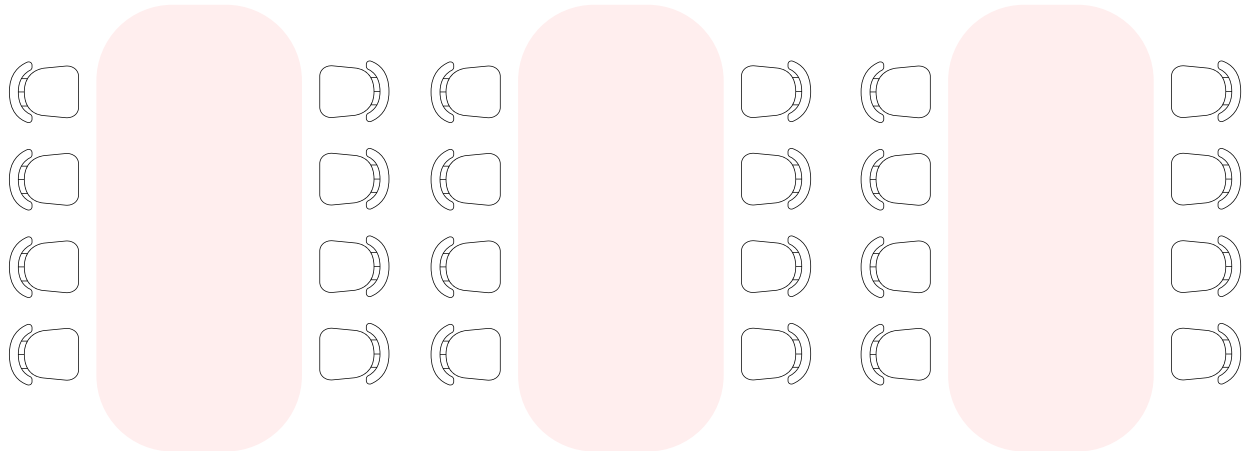


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

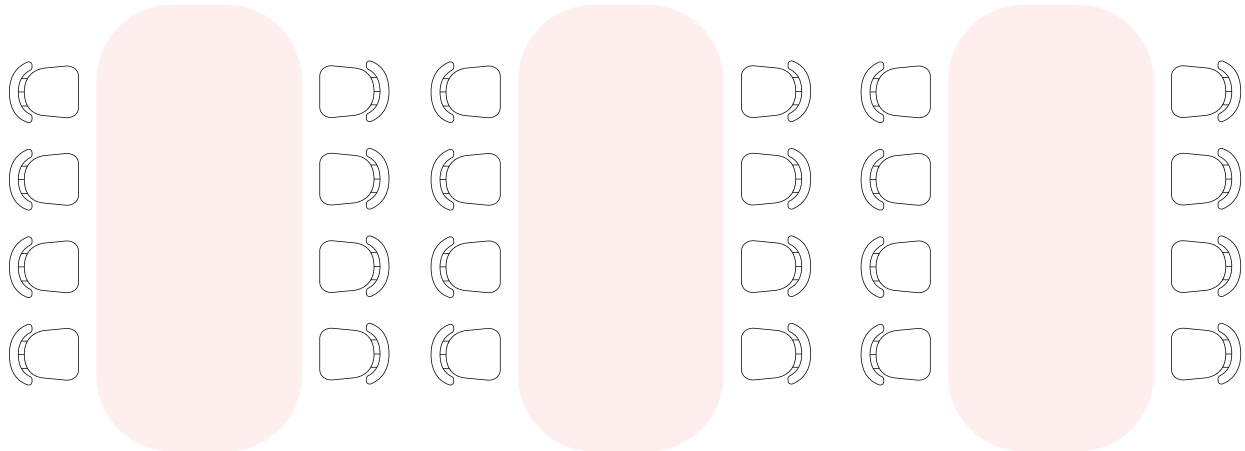


	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SEATING PLAN

Guests

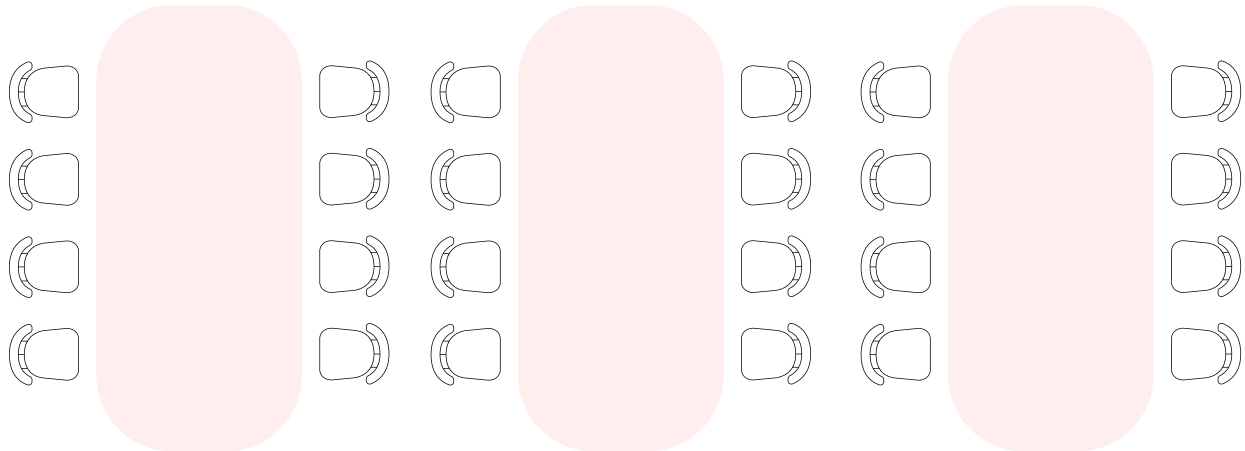


	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

	TABLE
	TABLE TYPE: RECTANGULAR/CIRCLE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SET UP

SET UP SCHEDULE

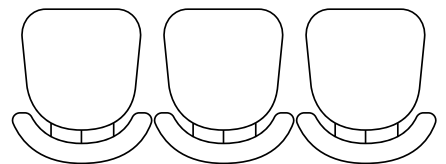
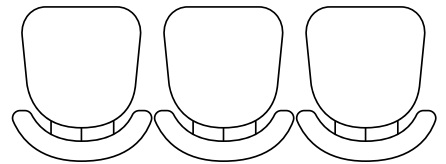
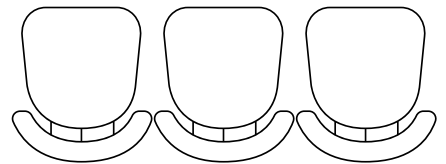
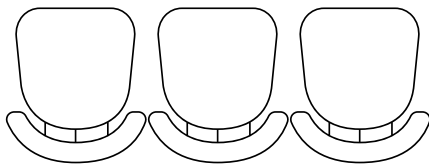
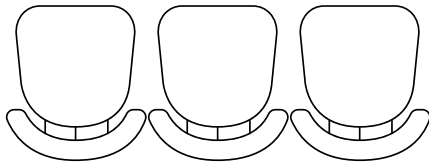
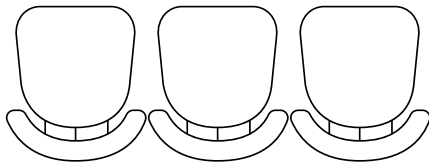
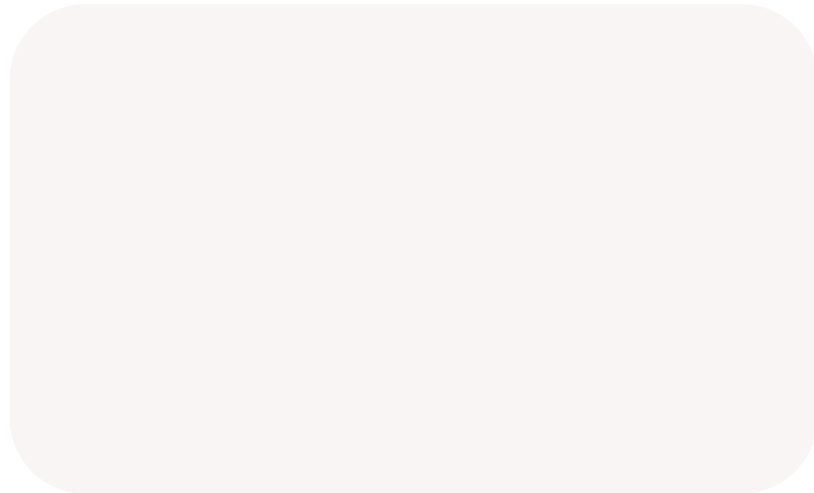
[illegible]

SET UP SCHEDULE

[illegible]

DECOR

Ceremony Planner



DECOR
Ceremony Planner

DECOR

Ceremony Set Up



Where to place



Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Ceremony Set Up



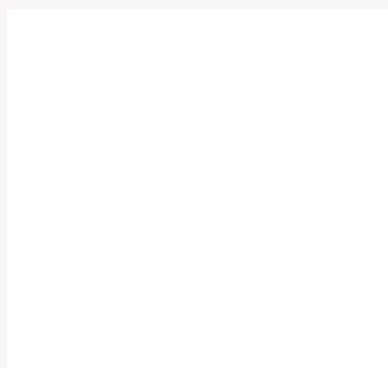
Where to place



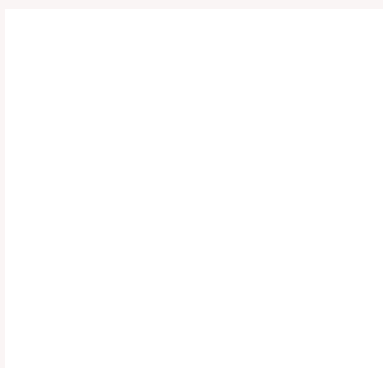
Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Ceremony Set Up



Where to place



Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Ceremony Set Up



Where to place



Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Ceremony Planner Directions

- **Chair Arrangement:**
 - Place chairs in neat, symmetrical rows.
 - Ensure a central aisle is wide enough for the bridal procession.
- **Aisle Entrance:**
 - Add decorative touches like a floral arch or lanterns.
- **Focal Point:**
 - Define the ceremony area with an arch, altar, or backdrop.
 - Adorn with flowers and drapery that match the wedding theme.
- **Ceremony Table:**
 - Arrange a table for the officiant and ceremonial items (e.g., unity candle, sand ceremony kit).
- **Sound System:**
 - Set up microphones for the officiant and any readings or music.
 - Check acoustics to ensure all guests can hear.
- **Signage and Programs:**
 - Place a sign or program near the entrance to guide guests to their seats.
- **Musicians or DJ Area:**
 - Designate an area for musicians or a DJ if live music is part of the ceremony.
- **Walkthrough:**
 - Conduct a final walkthrough to confirm seating arrangements provide all guests with a clear view.
 - Make any last-minute adjustments to ensure a beautiful, functional setup.

DECOR
Cocktail Set Up

DECOR

Cocktail Planner

[illegible]

DECOR

Cocktail Hour Set Up



Where to place



Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Cocktail Hour Set Up



Where to place



Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Cocktail Hour Set Up



Where to place



Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Cocktail Hour Set Up



Where to place



Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Cocktail Planner Directions

- **Define the Cocktail Area:**
 - Use decorative signs to clearly mark the cocktail area.
 - Arrange cocktail tables and high-top tables evenly throughout the space.
- **Table Decorations:**
 - Place small floral arrangements or greenery on each table.
 - Use elegant tablecloths or overlays that match the wedding color scheme.
 - Add votive candles or fairy lights for ambient lighting.
- **Bar Setup:**
 - Ensure the bar is well-lit and accessible from multiple angles.
 - Decorate the bar with floral garlands, greenery, or themed decorations.
 - Use elegant signage to display the cocktail menu.
- **Glassware and Napkins:**
 - Use glassware that complements the wedding theme, such as vintage glasses for a rustic wedding.
 - Arrange napkins in a decorative manner, possibly personalized with the couple's initials.
- **Signature Cocktails:**
 - Display the names and ingredients of signature cocktails on decorative chalkboards or framed signs.
 - Add themed stirrers, straws, and cocktail picks for a festive touch.
- **Seating and Lounging Areas:**
 - Arrange comfortable seating areas with lounge furniture or garden chairs.
 - Use throw pillows and blankets in the wedding colors to create a cozy atmosphere.
- **Lighting:**
 - Hang string lights, lanterns, or chandeliers to create a warm, inviting glow.
 - Use uplighting to highlight key areas like the bar and seating arrangements.
- **Additional Decorations:**
 - Add personal touches such as framed photos of the couple, or a guestbook station.
 - Incorporate seasonal decorations if applicable (e.g., pumpkins for a fall wedding).
- **Music and Entertainment:**
 - Set up a sound system or designate an area for live musicians.
 - Ensure the music setup blends seamlessly with the decor and doesn't obstruct the flow of the area.
- **Welcome Drinks Station:**
 - Create a separate station for welcome drinks, decorated with flowers and signage.
 - Use decorative dispensers or punch bowls to enhance the visual appeal.

DECOR
Reception Set Up

DECOR
Reception Set Up

DECOR

Reception Item List

[illegible]

DECOR

Reception Item List

[illegible]

DECOR

Reception Set Up



Where to place



Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Reception Set Up



Where to place



Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Reception Set Up



Where to place



Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Reception Set Up



Where to place



Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Reception Set Up



Where to place



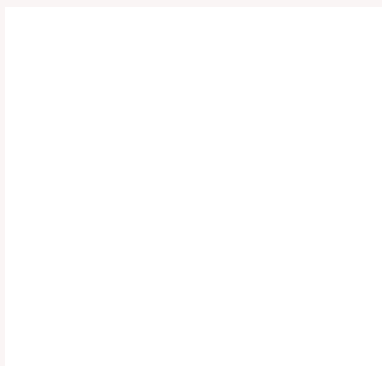
Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Reception Set Up



Where to place



Where to place



Where to place



Where to place



Where to place



Where to place

DECOR

Reception Set Up Directions

1. Venue Preparation

- Arrival:
 - Arrive early to start the setup.
 - Ensure the venue is clean and ready for decorating.
- Floor Plan:
 - Review the floor plan and verify table and chair placements.

2. Table Arrangement

- Guest Tables:
 - Arrange tables according to the seating plan.
 - Ensure adequate space between tables for comfortable movement.
 - Head Table/Sweetheart Table:
 - Position the head table/sweetheart table prominently with a clear view of the entire room.

3. Table Settings

- Linens:
 - Spread tablecloths or runners over all tables, ensuring they are even and wrinkle-free.
- Centerpieces:
 - Place centerpieces on each table.
 - Ensure they are secure and won't tip over.
- Place Settings:
 - Set out plates, glasses, silverware, and napkins.
 - Arrange name cards, menus, and any additional table decor.

4. Decorations

- Entrance Decor:
 - Decorate the entrance with welcome signs, floral arrangements, or balloons.
- Ceiling Decor:
 - Hang string lights, chandeliers, or drapery as planned.
- Additional Decor:
 - Set up photo displays, seating charts, and other themed decorations.

5. Lighting

- Ambient Lighting:
 - Turn on string lights, fairy lights, or lanterns.
- Spotlighting:
 - Set up spotlights to highlight the head table, cake table, and dance floor.
- Candlelight:
 - Place and light candles on tables and around the venue.

6. Entertainment Setup

- DJ/Band Area:
 - Set up the stage or designated area for the DJ or live band.
 - Ensure all sound equipment is connected and tested.
- Dance Floor:
 - Mark and decorate the dance floor area.

DECOR

Reception Set Up Directions

7. Food and Beverage Stations

- Buffet/Table Service:
 - Arrange buffet tables and place signage for food options.
 - For table service, ensure servers have a clear path and staging area.
- Bar Setup:
 - Set up the bar with all necessary glassware, drinks, and decorations.

8. Special Tables

- Cake Table:
 - Position the cake table in a prominent location.
 - Decorate with flowers, candles, and the cake topper.
- Guest Book/Gift Table:
 - Set up the guest book and gift table near the entrance or another convenient spot.
 - Add a card box or basket.

9. Seating Arrangements

- Escort Cards:
 - Arrange escort cards on a table near the entrance.
 - Use a decorative display for easy guest access.

10. Final Touches

- Walkthrough:
 - Conduct a final walkthrough to ensure everything is in place and looks as planned.
 - Adjust any misplaced items and double-check decor.
- Vendor Coordination:
 - Confirm that all vendors are set up and ready to go.
 - Ensure the timeline is followed for a smooth transition into the reception.
- Emergency Kit:
 - Have a kit on hand with items like scissors, tape, extra candles, matches, and a sewing kit for any last-minute fixes.

CHECKLISTS

WEDDING DAY CHECKLIST

Bride's Beauty & Grooming

MAKE- UP KIT

- ☐ FOUNDATION
- ☐ CONCEALER
- ☐ MASCARA
- ☐ EYELINER
- ☐ EYESHADOW
- ☐ BLUSH
- ☐ LIPSTICK/LIP GLOSS
- ☐ BRUSHES

HAIR PRODUCTS

- ☐ HAIRSPRAY
- ☐ BOBBY PINS
- ☐ HAIR TIES
- ☐ COMB/BRUSH

TOUCH-UP KIT

- ☐ BLOTTING PAPERS
- ☐ PRESSED POWDER
- ☐ LIPSTICK FOR TOUCH-UPS

NAIL KIT

- ☐ NAIL POLISH
- ☐ NAIL FILE
- ☐ NAIL CLIPPERS

WEDDING DAY CHECKLIST

Bride's Wardrobe

WEDDING DRESS

☐ WEDDING DRESS

VEIL/HAIR ACCESSORIES

☐ VEIL

☐ HAIR ACCESSORIES

SHOES

☐ CEREMONY SHOES

☐ RECEPTION SHOES (IF DIFFERENT)

☐ COMFORTABLE FLATS

UNDERGARMENTS

☐ UNDERGARMENTS

☐ SHAPEWEAR (IF NEEDED)

JEWELRY

☐ EARRINGS

☐ NECKLACE

☐ BRACELET

☐ ANY OTHER ACCESSORIES

OTHER

☐ GARTER

☐ SOMETHING OLD

☐ SOMETHING NEW

☐ SOMETHING BORROWED

☐ SOMETHING BLUE

☐ WRAP/SHAWL

WEDDING DAY CHECKLIST

Emergency Kit

SEWING KIT

- ☐ NEEDLES
- ☐ THREAD (MATCHING YOUR DRESS)
- ☐ SCISSORS
- ☐ SAFETY PINS

STAIN REMOVER

- ☐ STAIN REMOVER PEN

FIRST AID KIT

- ☐ BAND-AIDS
- ☐ PAIN RELIEVERS
- ☐ ANTACIDS

OTHER

- ☐ TISSUES
- ☐ DEODORANT
- ☐ WET WIPES

WEDDING DAY CHECKLIST

Groom's Suite

WARDROBE

- ☐ SUIT/TUXEDO
- ☐ DRESS SHIRT
- ☐ TIE/BOW TIE
- ☐ SHOES
- ☐ BELT OR SUSPENDERS
- ☐ CUFFLINKS
- ☐ POCKET SQUARE
- ☐ BOUTONNIERE
- ☐ WATCH

GROOMING ESSENTIALS

- ☐ SHAVING KIT
- ☐ COLOGNE
- ☐ HAIR PRODUCTS
- ☐ DEODORANT

EMERGENCY KIT

- ☐ SEWING KIT
- ☐ STAIN REMOVER PEN
- ☐ BREATH MINTS/GUM
- ☐ TISSUES/HANDKERCHIEF

OTHER

- ☐ VOWS
- ☐ GIFTS FOR GROOMSMEN
- ☐ WALLET
- ☐ PHONE AND CHARGER
- ☐ SNACKS AND WATER

WEDDING DAY CHECKLIST

Miscellaneous

DOCUMENTS

- ☐ MARRIAGE LICENSE
- ☐ VENDOR CONTRACTS
- ☐ CONTACT INFO FOR VENDORS
- ☐ VOWS
- ☐ SPEECHES

OTHER

- ☐ STAIN REMOVER PEN
- ☐ PHONE CHARGER
- ☐ PERFUME
- ☐ CASH JUST IN CASE
- ☐ TIP ENVELOPES
- ☐ ID JUST IN CASE
- ☐ WEDDING RINGS
- ☐ GIFTS/LETTERS
- ☐ UMBRELLA

FOR AFTER THE CEREMONY

- ☐ CHANGE OF CLOTHES
- ☐ OVERNIGHT BAG
- ☐ PACKED HONEYMOON LUGGAGE