

EXAMPLE ITINERARY – 12PM

www.CarolynBaldwinLakePavilion.com

Contacts	Name	Phone #
Wedding Coordinator/Director	?	?
Venue	Carolyn Baldwin Lake Pavilion	434-390-3647
DJ	?	?
Hair Stylist	?	?
Makeup Artist	?	?
Cake/Desserts	?	?
Caterer	?	?
Photographer	?	?

OTHERS: *Main contacts out of the wedding party (to help keep things on track it's suggested to appoint at least one bridesmaid and one groomsman to have as a reliable contact [need to make sure their phones get service at the locations]).

Bride/Bridesmaids' Main Contact:	?	?
Groom/Groomsmen's Main Contact:	?	?

The Day Before the Wedding - Friday	
3pm	Check in at overnight accommodations
4pm	Coordinator and bride and groom arrive at the venue to meet with venue manager (Carolyn Baldwin Lake Pavilion (196 Cooks Rd, Farmville, VA 23901, (434) 390-3647)
4:30pm	Unpack décor at venue
5pm	Rehearsal begins (Carolyn Baldwin Lake Pavilion (196 Cooks Rd, Farmville, VA 23901, (434) 390-3647)
After	Rehearsal dinner @ (insert location)

The Wedding Day - Saturday	
8am?	Makeup/Hair begins at (insert location) *make sure to give detailed directions beforehand, (cell service is not good at the lake house). Bridesmaid & bride start getting ready
9am?	Wedding Coordinator/family/friends arrive to help out decorating tables @ venue?
10am?	Bride/bridesmaids finish up hair and makeup and get dressed (should decide where to get dressed and have photos taken in advance)
10:30am?	Photographer arrives to start taking photos (floral bouquets/arrangements should be present for photos)
11:15am?	Groom and groomsmen arrive at venue (if not already there). Groom hangs out near ceremony area
11:30am?	Bride and bridesmaids arrive at venue and hide in dressing room area
11:30am?	Groom "hides" from bride (gets out of sight so he doesn't accidentally see the bride before the ceremony)
11:30am?	DJ or music coordinator begins pre-ceremony music as guests arrive.
11:30am until....	Keep guests comfortable until bridal party is all located and ready to go. You don't want guests waiting in the elements in the ceremony area if it is uncomfortably hot or cold outside (they can wait in the shade/covered area until bridal party is ready. If it is comfortable outside, then have coordinator direct them to the ceremony area. If it is comfortable outside, then have coordinator direct them to the ceremony area
11:45am?	If bridal party is ready to go, then ask guests to take their seats in the ceremony if they haven't already
11:50am	Bridal party lined up, including parents/grandparents if wanted. Bride is still in dressing room/out of sight until groom is on dock/out of sight. Bride's escort is waiting at dressing room with her.
12pm	Ceremony begins (**usual order: any special guests/grandparents, then MOG, MOB, Groom [sometimes the groomsmen walk down with groom and other times they escort the bridesmaids], bridesmaids, flower girl/ring bearer)
12:20pm?	Ceremony concludes
12:30pm-1:15pm?	Photo session after the wedding – Officiant or DJ makes announcement for guests to enjoy appetizers & cocktail hour. Officiant/family member in charge of family asks them to stay around for photos.
1:15pm?	Bridal Party announced into the reception
1:20pm-1:40pm?	First Dances?, Bride & Groom's first dance?, Father/Daughter?, Mother/Son?
1:45pm-2:30pm?	Brunch – Bride and groom first, then bridal party, then immediate family
2:15pm?	Toasts begin? (best man/ maid of honor)
2:30pm?	Cake cutting
3pm until...	Party!