

SAMPLE DETAILED TIMELINE

John Doe and Jane Walker Wedding May 4, 2013 Seneca Lodge

Time	Event	Notes
	Reservation Hours 3pm - 11pm	
1:30 - 3:15	Bride Hair and Makeup at Bride's home	Name of makeup person and phone number/email
3pm	"Day of Contact" arrives at Seneca Lodge and directs vendors and answers their questions	Name of Contact/email/phone
3:00pm	Sally Smith & Nancy Jones (helpers) arrive	Phone/email of helpers. Assist with decorating tent and Lodge House - also placing escort cards and favors
3:15pm	John Doe (groom) and Jim Brown (Brother in law) take items to Seneca Lodge	Deliver alcohol, set up handmade directional signs in parking lot, favors to lodge, place Reserved Seating cards on 2 front rows of chairs on the lawn, set out place cards with seating assignments on table outside tent OR in Lodge House if inclement weather
3:00pm	Florist arrives and sets up	Florist Name and phone number/email Flowers to Bride, 2 corsages, 1 Boutonniere , 14 centerpieces, sweetheart table, cake table, gift table, lawn, escort cards table
3:00pm	Photographers arrive	Photographer name and phone number/email 7 hours photo time. Pictures of Bride getting ready and shots of the Lodge
3:00pm	DJ arrives and sets up	Name of DJ and phone number/email Music starts 30 minutes prior to ceremony. Speakers to be placed In tent and ceremony area
3:00pm	Caterer arrives and sets up	Name of Caterer and phone number/email
4:00pm	Bakery arrives to deliver cake	Name of Bakery and phone number/email Florist will place flowers on cake.
3:30pm	Bride leaves for Seneca Lodge with sister, bridesmaids and mother of the bride	Bride dresses at The Lodge. Ladies set up Granddad's memorial (LED candle, vase with poppies, framed Sparrow poem, framed 'In Loving Memory', picture of Dad and bride) in the Lodge. Picture frames on mantle, Guest book and pen on table, vase with silk flowers on gift table with card box, bathroom basket and bathroom sign, LED candles on mantle, personalized beverage napkins, knife set, votives to Caterers. Best man holds rings
4:00pm	Bride's Mother and sister-in-law arrive	Help with coordinating Mom, seating assignments for ceremony, adjust bride's dress at Tent.
4:15pm	Officiant Arrives	Reverend Melissa Brown, phone number:
4:30-5:00	Guests arrive	Sign guest book in the Lodge pick up table place cards before and after ceremony

4:55pm	Officiant takes her place up front	Reverend Melissa Brown
4:55pm	Groom takes his place by Arch	Reverend on 3rd step, Bride and Groom at bottom of steps
4:50pm	Mom escorted by Uncle Bob to front row, 1st seat	Mom is on left side of Bob. Mom and Bob are in the first row
4:55pm	Lily - flower girl	Jennifer (her Mom) may need to walk with her down the aisle
5:00 - 5:15	Bride walks with Uncle Don to Mom in first row, first seat on left side	Who is going to tell bride when to walk? Wedding Coordinator?
	Bride hands flowers to Mom and walks to Groom	Maid of Honor straightens Bride's dress, if needed
	Reverend speaks	
	Reading during ceremony	Aunt Michelle
	Ceremony ends	
5:30pm	Bride and Groom exit and walk to Lodge	Freshen up, get a drink
5:30pm-6:30pm	Family stays for pictures	Family Photographs, Bride and Groom photographs
5:30pm	Guests move to reception for cocktail hour	Coordinator shows guests the way to cocktail hour - Under the tent
5:30pm	2nd Photographer takes pictures of guests in Cocktail hour area while pictures are being taken of bride and groom and family members	Guests mingle and have drinks
5:30-5:45	Caterer/Florist? moves flowers from Tent to Reception area	Confirm with Florist, who does this. Place flowers on cake table
6:30-6:45pm	Bride and Groom enter reception	DJ announces new couple
6:45 -7:45	Reception dinner	Bride and Groom start buffet line; caterer calls tables
7:30pm	First Dance, Dance floor open	
9:00pm	Cake cutting and toast/ bouquet toss/ garter toss	
9:55pm	Last Dance	DJ ends music and guests begin to leave promptly at 10
10:00-11:00	Clean Up	Designate tasks to helpers ahead of time/supervised by "day of contact" TO DO: Remove guest book, Granddad memorial, gifts/card box, silk flowers, leftover favors, bathroom stuff and sign, picture frames in mansion, LED candles in mansion, Signs in yard and along driveway, items in Bride and Groom room, leftover cake, cake knife, leftover food, alcohol, centerpieces, flowers in mansion, electronic photo frame, votives
10:50 PM	Walkthrough with Park Staff and "Day of Contact"	Event Checklist must be signed by "Day of Contact" after walkthrough to ensure all items are removed; property is cleaned; trash/recycling taken to dumpsters and there are no damages noted
11:00pm	Bride and Groom leave	How are we getting home? If cars are left overnight, Day of Contact must notify Park staff with car make, tag and owners name so they aren't ticketed
	3:00 PM TO 11:00 PM Rental time	EMERGENCT CONTACT PERSON: list names and phone numbers of at least 2 people