Wedding Day Timeline

COUPLE _____ DATE _____ CEREMONY _____

TIME	WHAT HAPPENS	WHO	WHERE

CONTACTS · NAME AND PHONE

COORDINATOR

VENUE

OFFICIANT

PHOTOGRAPHER

VIDEOGRAPHER

FLORIST

CATERER

DJ OR BAND

HAIR AND MAKEUP

TRANSPORT

EXAMPLE · 4 PM CEREMONY

Wedding Day Timeline

COUPLE Maya & Jordan DATE Sat, June 12 CEREMONY 4:00 PM

TIME	WHAT HAPPENS	WHO	WHERE
9:00 AM	Hair and makeup starts	Maya, bridesmaids, H&M team	Bridal suite
10:30 AM	Bouquets and boutonnieres delivered	Florist, coordinator	Bridal suite
11:30 AM	Light lunch	Wedding party	Bridal suite
12:00 PM	Photographer arrives: details, rings	Photographer	Bridal suite
12:30 PM	Ceremony and reception setup	Venue, florist, caterer	Lawn, ballroom
1:00 PM	Groom's side gets dressed	Jordan, groomsmen	Cottage
1:45 PM	Maya gets dressed	Maya, maid of honor, mom	Bridal suite
2:15 PM	First look	Maya, Jordan, photographer	Rose garden
2:30 PM	Wedding party photos	Wedding party, photographer	Rose garden
3:15 PM	Couple out of sight, final touches	Coordinator	Lawn
3:30 PM	Guests arrive, prelude music	Ushers, string trio	Lawn
3:55 PM	Wedding party lines up	Coordinator	Behind the arbor
4:00 PM	Ceremony	Officiant, couple	Lawn
4:30 PM	Family photos	Both families, photographer	Lawn
4:45 PM	Cocktail hour	Guests, caterer	Terrace
5:00 PM	Couple portraits	Maya, Jordan, photographer	Rose garden
5:45 PM	Guests seated	DJ, coordinator	Ballroom
6:00 PM	Grand entrance and first dance	Couple, DJ	Ballroom
6:15 PM	Dinner served	Caterer	Ballroom
7:00 PM	Toasts	Best man, maid of honor, parents	Ballroom
7:20 PM	Parent dances, then dancing opens	Couple, parents, DJ	Ballroom
7:50 PM	Sunset photos (10 min)	Maya, Jordan, photographer	Lakeside
8:30 PM	Cake cutting	Couple, caterer	Ballroom
9:55 PM	Last dance	Couple, DJ	Ballroom
10:00 PM	Sparkler send-off	Guests, coordinator	Front drive

CONTACTS · NAME AND PHONE

COORDINATOR	Nina R.	555-0141	FLORIST	Bloom & Co.	555-0168
VENUE	Lakeview Estate	555-0100	CATERER	Table Nine	555-0152
OFFICIANT	Rev. Adams	555-0177	DJ OR BAND	DJ Kemal	555-0190
PHOTOGRAPHER	Sam Ortiz	555-0123	HAIR AND MAKEUP	Ava Lee	555-0135
VIDEOGRAPHER			TRANSPORT	City Cars	555-0110