

## *Wedding Day (preliminary itinerary)*

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Please draft a preliminary itinerary. If you can, indicate the time and location of ceremony/reception setup, vendor check in, hair/makeup, transportation pick up, start of ceremony/reception, entertainment, dinner, first dance, and so forth. If you need more room to write, please make notes on the back of this page. I will then contact all of your vendors and verify their arrival and departure. From there, I can finalize all of the details and make a detailed itinerary for you, your family, the vendors, and an extensive one for myself!

If you are unsure of when you should cut the cake or have your first dance, don't hesitate to ask!

Some things you may want to include (but don't have to include) in your preliminary list are:

- Ceremony set up-allot as much time beforehand as needed
- Reception set up-allot as much time beforehand as needed
- Vendor arrivals and departures:
  - Caterer: arrive and begin prepping 3-4 hours before the ceremony
  - Wedding coordinator: arrives 3 hours before ceremony begins to assist with final set-up (if needed) or 2 hours before if only needed for vendor arrivals and timeline execution
  - Hair and makeup: allot 2-3 hours (be sure to ask how much time they need per person and allow extra time if you plan to travel to a salon)
  - Florist: arrives 2 hours before the ceremony
  - Cake: delivered 1-2 hours before ceremony
  - Photographer: arrives 1-2 hours before ceremony for "getting ready" photos (also allow time if you plan to pre-ceremony pictures with family and attendants and/or if you plan to do "first look" photos) See below.
  - Officiant/Notary/etc.: arrive 30 minutes-1 hour before the ceremony
  - Ceremony musicians: arrive 1 hour before ceremony begins for set-up and ready to play 30 minutes before the ceremony begins
  - Reception DJ/Band: arrive 30 minutes-1 hour before ceremony begins (allow enough time if they are also playing music for the cocktail hour)
- First look pictures-allot 15-20 minutes
- Family pictures-allot 30-45 minutes
- Shuttle pick up at hotels/drop off at venue- should drop guests off at venue 20-30 minutes before ceremony begins
- Ceremony music begins as guests arrive- 30 minutes before ceremony begins
- Ceremony-allot 30 minutes

- Receiving line-allot 10-20 minutes
- Cocktail hour- 1 hour ☺
- Wedding couple/party introductions into the reception-allow guests to have 10 minutes to move into the reception space and settle in before your introductions
- First dance/mother-son dance/father-daughter dance- allot 15-20 minutes
- Dinner/dessert- allot 1 hour for dinner
- Toasts- allot 15 minutes
- Special performances-as needed
- Dollar dance/choreographed dance- as needed
- Bouquet Toss/Garter Toss-as needed
- Cake cutting-allot 10 minutes
- Reception end time
- Ceremony/reception break down-allot 1-2 hours
- And so on!

\*\*\*These are just estimated times and you should be sure to ask your vendors how much time they will need to do their job on your wedding day!!! Be sure to ask their arrival and departure times.

\*\*\*Briefly Outline Your Day and Vendor Arrival/Departure Times!

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

6PM

7PM

8PM

9PM

10PM

11PM

12AM

1AM