

# \_\_\_\_\_ & \_\_\_\_\_'s *Wedding Day Schedule*



Questions? Please contact Planner \_\_\_\_\_ or Coordinator (see contact info at bottom)

**INSERT DAY, DATE | INSERT TIME OF WEDDING**

**VENUE(S) | ADDRESS(ES)**

Ceremony: \_\_\_\_\_ | Cocktail Hour: \_\_\_\_\_ | Reception: \_\_\_\_\_

**Color Scheme:**

**Guest Count:**

Time	Item	Notes
<b>REHEARSAL DAY - INSERT DATE</b>		
INSERT TIMES IN THIS COLUMN	Start Rehearsal - ends at _____	Wedding Party, Honored Guests, and Host/Ushers in attendance
	DECORATIVE ELEMENTS TO GIVE TO HINESMARK PLANNER BY REHEARSAL:	<b>USHERS:</b>
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<b>HINESMARK PLANNERS TO BRING:</b>
	<ul style="list-style-type: none"> <li>• Emergency Kit</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<i>LOCATION of Rehearsal Dinner</i>
	Rehearsal Dinner	

## **WEDDING DAY! INSERT DATE**



**PREPARATION**

Hair and Makeup Squads arrive

**Prep Location:**

INSERT VENDOR  
CATEGORIES,  
NAMES AND CONTACT INFO

\_\_\_\_\_ **HAIR and MAKEUP** to commence at \_\_\_\_\_

*No. of clients to be serviced and order*

**VENUE** will have spaces set in place according to the Floor Plan PDF found in the Wedding Schedule & Logistics email.

**Dance Floor Installation**

**Draping Installation**

*Prep locations must be in neat condition for photo/video team to take coverage without strewn items in the background*

\_\_\_\_\_ ensure spaces are ready for photo+video

Photographer and Video start prep location coverage of \_\_\_\_\_

12:00 PM

**FLORIST** arrives at Venue; begins set-up

**PLANNER** does rundown with team and deliver flowers to each room: \_\_\_\_\_

**RENTALS ARRIVE ON-SITE** (\_\_\_\_-hour window)

Photographer starts prep location coverage of \_\_\_\_\_

\_\_\_\_\_ getting dressed and ready for prep coverage;  
Second shooter arrives for \_\_\_\_\_

**Prep Location:**

**PLANNER** pins boutonnières and gives floral arrangements/corsages to respective parties

**WEDDING PARTY FLOWERS**  
**Pinned/Distributed by** \_\_\_\_\_

**Hair and Makeup COMPLETE**

**Bride/Groom puts on \_\_\_\_\_ at (Location)  
with \_\_\_\_\_ and Photographer for final touch shots  
Photos with Bride/Groom and \_\_\_\_\_**

**DJ arrives at Venue for setup  
Inclusions:**

Needs:

**Photographer & Video** finish pre-ceremony coverage

*Vendors can use storage area:*

**Baker & Venue/Caterer** sets up wedding cake with cutting knife, plate, napkin, forks, and two glasses (for champagne)

*First Look/Encounter?*

**Photo session**

**Wedding Setup COMPLETE at Venue**

Photographer shoots completed Ceremony space before guests start arriving

**Officiant** arrives and heads to suites for any private special moments

**Ushers/Hosts** arrive and receive final instructions from **PLANNER**

Sound Check - **DJ and Officiant**

Prelude music begins

**GENRE/SONG SELECTIONS:**

Guests begin arriving; **Ushers/Hosts** guide guests

Shuttle brings any final guests to Ceremony through \_\_\_\_\_

DJ/MC announces for guests to please be seated; the Wedding Ceremony is beginning shortly

Bridal Party gets in processional order

*Ushers assist any Honored Guests as needed*

**CEREMONY: Welcome Reception & Ceremony**

**Processional Order**

**Officiant Entrance**

Then OFFICIANT ANNOUNCEMENT >>>>

\_\_\_\_\_'s Entrance

**Honored Guests:**

\_\_\_\_ escorted by \_\_\_\_\_

\_\_\_\_ escorted by \_\_\_\_\_

**Wedding Party & Escorts:**

\_\_\_\_ (Best Man) with \_\_\_\_\_ (Maid of Honor)

\_\_\_\_ (Bridesmaid) with \_\_\_\_\_ (Groomsman)

\_\_\_\_ (Bridesmaid) with \_\_\_\_\_ (Groomsman)

\_\_\_\_ (Bridesmaid) with \_\_\_\_\_ (Groomsman)

\_\_\_\_ (Bridesmaid) with \_\_\_\_\_ (Groomsman)

-- **Officiant** asks all to stand for bride - song changes for \_\_\_\_\_'s entrance

\_\_\_\_ Entrance with \_\_\_\_\_

**Ceremony Order - Officiated by \_\_\_\_\_**

INSERT SONG SELECTIONS IN THIS COLUMN



OFFICIANT ANNOUNCEMENT: "This is an unplugged ceremony. Please refrain from posting during the private time we share during the wedding ceremony. Also, please avoid blocking the view of the professionals hired."

Welcome/Opening Statement  
Statement of Marriage  
Wedding Message  
Vows  
Exchange of Rings  
Declaration of Marriage  
Pronouncement  
Kiss the Bride  
Presentation of the Couple

Final Flow to be done by OFFICIANT

**Recessional**

**COMMENCEMENT OF COCKTAIL HOUR AND RECEPTION**

Passed hors d'oeuvres will be passed and cocktails served

**Photographer to provide coverage of Couple with family and Wedding Party**

*Ceremony decor repurposed in \_\_\_\_\_ - complete Reception setup by \_\_\_\_\_ for \_\_\_\_\_*

**PLANNER** to bustle dress

**Couple's Room Reveal** in \_\_\_\_\_ (Reception Space)

End of Cocktail Hour - guests are guided into Reception space by \_\_\_\_\_

Everyone in \_\_\_\_\_ for **Reception**

**VENUE/CATERING TEAM** to bring/set couple's hors d'oeuvres to \_\_\_\_\_

Couple (and Wedding Party) line up for Announcement into Reception

*Location:*

**RECEPTION BEGINS**

Reception Entrances announced by **DJ/MC**



**Wedding Party Announced**

**Entrance and Announcement of Bride/Groom and  
Bride/Groom: " \_\_\_\_ & \_\_\_\_\_!"**

**First Dance**

**Father-Daughter Dance**

**Mother-Son Dance**

**Welcome by \_\_\_\_\_**

**Blessing of the Meal by \_\_\_\_\_**

**DJ starts Dinner Music**

**Plated / Buffet Dinner Begins**

***SERVING TEAM:** Couple served first; Pre-determined specialty  
drinks for the couple; Couple served meal*

***Photo/Video Team, Professionals** eat after guests are served*

***DJ:** Announcement for guests to get their favorite drinks from the bar as we prepare for Toasts*

**Prepared Toasts** - Transition once all guests have food

***Toaster Givers:** Planning team can let Bride and Groom's pre-  
selected toast givers (Bridal Party) to be ready*

**Toasters:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*End of Dinner*

**Cake Cutting**

*Open Dance Floor*

**Bouquet Toss**

**Garter Removal**

**Garter Toss**

INSERT SONG SELECTIONS IN THIS  
COLUMN

DINNER GENRE/MOOD:

**Couple's Drinks (served by \_\_\_\_\_):**

INSERT SONG SELECTION

INSERT SONG SELECTIONS IN THIS

*Dancing Resumes*

**Last Song of the Night**

**Couple's Send-off** (and turn back for after event)

END of Reception (breakdown)

**Out by** \_\_\_\_\_

**INSERT SONG SELECTION**

*Location:*

***PLANNER** to place Client's items in (central location) for designated relative to take to hotel room/vehicle*

**PLANNER CONTACT INFO**

**Wedding Planning Team Contact Information**

Lead Planner:

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Associate Coordinator:


