

## Wedding Day Running Sheet

TIME

### *Sample*

Bride, bridesmaids Arrive at StoneBridge  
Hairdresser appointment  
Makeup artist appointment  
Brunch or Lunch  
Bride and bridesmaids get ready  
Flowers arrive  
Cake arrives if not received previous day  
Videographer arrives  
Photographers arrive  
DJ | Band | set up gear  
Grooms party arrives  
Flowers pinned on groomsmen  
Mum and Dad arrive  
Guests start arriving  
Community bus arrives with guests from accommodation  
Celebrant arrives  
Background music playing:  
Ceremony music starts:  
Ceremony begins  
Signing of registry music:  
Lighting of candles of remembrance  
Ceremony end with music:  
When newly weds leave their ceremony area, water fountain to be turned to up cycle  
Guests come up to congratulate  
Bubbles served  
Photos taken or head away to extra location for photos  
Bridal hamper to be given to bridal party on-site or place in boot of bridal car  
Finger food served  
MC ushers guests inside and gives some house rules i.e. where the toilets are, fire assembly point (car park), No dancing with glasses in hand for occupational, health and safety reasons  
Tea light candles to be lit on the tables  
Guests to be seated  
Bridal party arrive back from photos, freshen up and gets announced in  
MC tells guests cake is about to be cut and all to be seated.  
Cutting of the cake

MC tells guests speeches to start and everyone needs to charge their glasses

MC states order of speeches (best man, father of the bride, father of the groom, groom, bride, family member/guests)

1st Speech

2nd Speech

3rd Speech

4th Speech

MC consults wedding coordinator top table/buffet ready

MC directs which table gets up first

Dinner is served

Dinner Background music playing:

5th Speech

6th Speech

7th Speech

Dessert

Band I DJ I arrives

Dance guests arrive

Dance guests greeted with bubbles, juice, beer

MC announces first dance for Bride/Groom is about to commence

First Dance (name of the song .....)

Responsibility of 1st dance music: Band, DJ, guest with iPod, or staff with CD

Disco Ball to be turned on by bar staff

Lights dimmed but still sufficient light over dance floor for photos of couples first dance. Re-dim lights after bridal party join the dance

MC informs guests Community Bus arrival to take early guests back to accommodation if desired

Supper, Cakes, Cheese board and cuppers are served

Bride throws her bridal flowers out to one of her guests

Bridal couple leave

All lights to be gradually turned on. No lights on full immediately.

Community Bus arrives to take guests back to accommodation