

Wedding Day

Date | Venue

Day of Contacts	Contact Information
Wedding Party Contact	
Wedding Day Coordinator	
Decor Organizer	
MC's	
Venue Location	
Floral Contact	
Pastor/Marriage Commissioner	
Photographer	
Videographer	
Cake / Sweets	
Audio Director (DJ/Ceremony)	
Hair Dresser	
Makeup Artist	
Catering	
Decor Rentals	
Transportation	

Area	Decor Details
Ceremony Space	
Cocktail Space	
Reception Space	

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Timing	Bridesmaids - Morning of Wedding
7:00am	
8:00am	
11:00am	
12:30pm	

Timing	Groomsmen - Morning of Wedding
9:00am	
10:00am	
11:00am	
12:15pm	

Timing	Bridesmaids - Morning of Wedding
12:45pm	
1:40pm	
2:45pm	
4:15pm	

Timing	Ceremony Groomsmen on the right, Bridesmaids on the left Mothers: sit in the first seat closest to the aisle on both sides Brides side: LEFT, Grooms side: RIGHT Father of the Bride is on the right side
4:00pm	
5:00pm	

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Timing	Reception Bride on the grooms left Bridesmaids to the right of her: Groomsmen to the left of him:
5:00pm	
6:00pm	
6:10pm	
6:15pm	
6:30pm	
7:25pm	
7:30pm	
7:35pm	
7:40pm	
7:45pm	
7:50pm	
7:55pm	
8:00pm	
8:15pm	
8:30pm	
11:30pm	

Rented Items	Quantity	Price

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Timing	Vendor Returns

- Who will be taking the cards after the reception?
- Who will have the rings?
- Who needs checks on the day of?
 - Makeup Artist
 - Hairdresser