

WEDDING ITINERARY

worksheet



WEDDING *details*

WEDDING DATE	
WEDDING VENUE	
CEREMONY GUEST NUMBERS	
RECEPTION GUEST NUMBERS	
TOTAL BUDGET	
WEDDING THEME	
WEDDING COLORS	



WEDDING *party*

THE BRIDE AND GROOM

MATRON OF HONOR

BEST MAN

MAID OF HONOR

BRIDESMAIDS

GROOMSMEN

FLOWER GIRLS

RING BEARER

morning SCHEDULE

	TIME	LOCATION	CONTACT
HAIR			
MAKEUP			
DRESSING			
COLLECT/DELIVER FLOWERS			
DEPART FOR CEREMONY			
WEDDING TRANSPORTATION			
GUESTS ARRIVE AT CEREMONY			
GUESTS ARE SEATED			

WEDDING DAY *timeline*



WEDDING
CEREMONY

COCKTAIL HOUR
AND/OR PHOTOS

DINNER AND
TOASTS

RECEPTION +
DANCING

SEND
OFF

CEREMONY *schedule*

START TIME	
ARRIVAL SONG NAME	
DEPARTURE SONG NAME	
OFFICIANT NAME	
ESTIMATED DURATION	
GUEST COUNT	

ORDER OF SERVICE	TIME

RECEPTION *schedule*

START TIME	
ARRIVAL SONG NAME	
DEPARTURE SONG NAME	
OFFICIANT NAME	
ESTIMATED DURATION	
GUEST COUNT	

ORDER OF SERVICE	TIME

DETAILED *schedule*

TIME	ACTIVITY
	HAIR AND MAKEUP STARTS
	PANNER/ DAY OF COORDINATOR ARRIVES
	PHOTO & VIDEO TEAM ARRIVES (DETAILS SHOTS & HAIR & MAKEUP)
	HAIR AND MAKEUP IS DONE
	PICTURES OF GIRLS IN THEIR PJS/ ROBES
	BRIDE & BRIDESMAIDS GET DRESSED
	GROOM & GROOMSMEN GET DRESSED
	FIRST LOOK (IF APPLICABLE)
	WEDDING PARTY PICTURES
	PREPARE FOR CEREMONY
	CEREMONY STARTS
	COCKTAIL HOUR
	FAMILY PHOTOS
	WEDDING PARTY PHOTOS (IF THERE'S NO FIRST LOOK)
	GRAND ENTRANCE
	FIRST DANCES
	SPEECHES
	DINNER
	CUT THE CAKE
	DANCE FLOOR OPENS
	COUPLE'S PORTRAIT SESSION

SAMPLE *schedule*

TIME	ACTIVITY
7AM	HAIR AND MAKEUP STARTS
--	PANNER/ DAY OF COORDINATOR ARRIVES
12PM	PHOTO & VIDEO TEAM ARRIVES (DETAILS SHOTS & HAIR & MAKEUP)
12:30PM	HAIR AND MAKEUP IS DONE
1PM	PICTURES OF GIRLS IN THEIR PJS/ ROBES
1:30PM	BRIDE & BRIDESMAIDS GET DRESSED
2PM	GROOM & GROOMSMEN GET DRESSED
2:30PM	FIRST LOOK (IF APPLICABLE)
3PM	WEDDING PARTY PICTURES
3:30PM	PREPARE FOR CEREMONY
4PM	CEREMONY STARTS
4:30PM	COCKTAIL HOUR
4:30PM	FAMILY PHOTOS
5:30PM	WEDDING PARTY PHOTOS (IF THERE'S NO FIRST LOOK)
6PM	GRAND ENTRANCE
6:05PM	FIRST DANCES
6:20PM	SPEECHES
6:40PM	DINNER
7:20PM	CUT THE CAKE
7:30PM	DANCE FLOOR OPENS
SUNSET	COUPLE'S PORTRAIT SESSION

TIMELINE *tips & tricks*



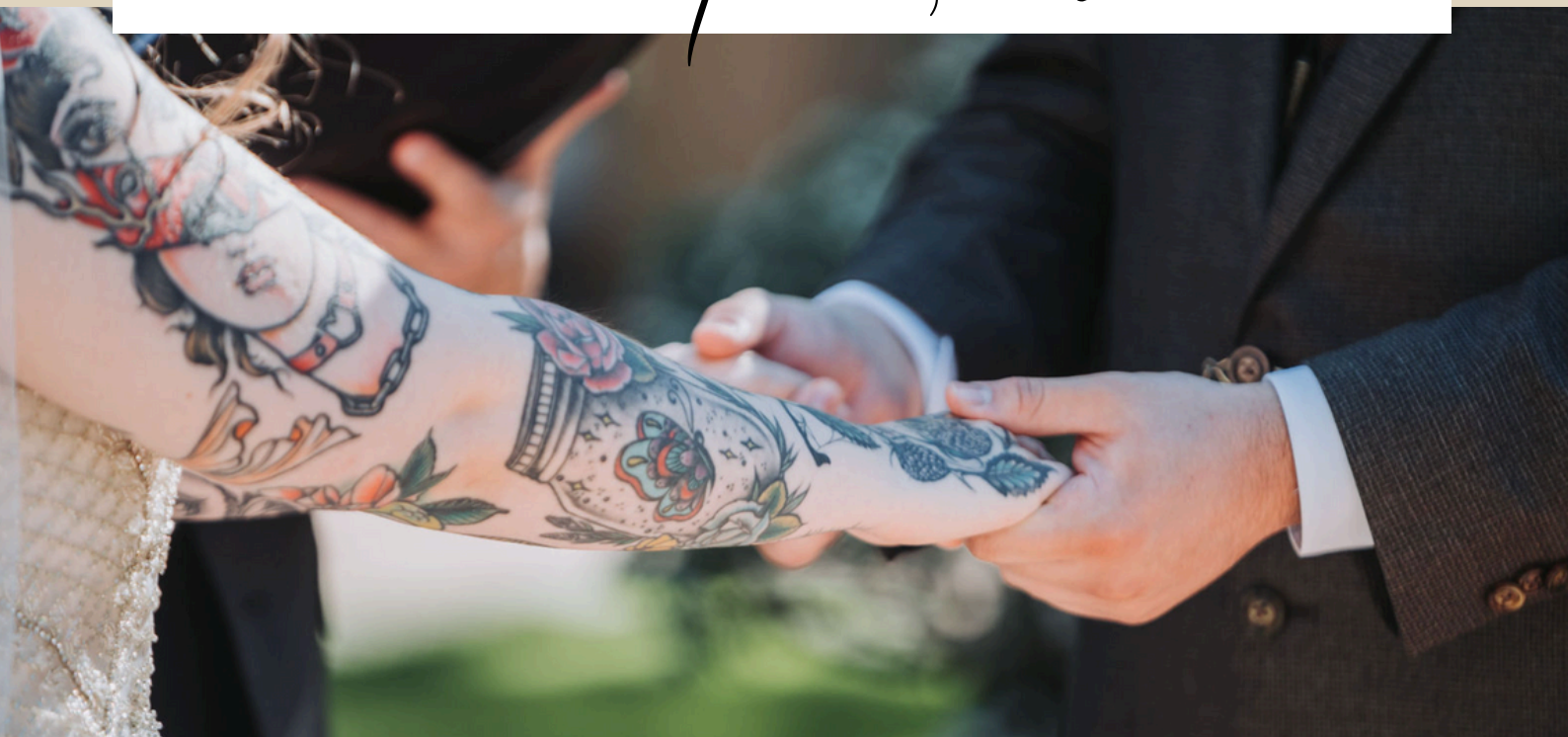
1. Your photo & video team should always arrive before your makeup and hair are done, so they have the time to take details shots & dress shots (make sure you have a box with all the details ready for your photographers/ videographers! Here are some examples: perfume, vow books, shoes, any jewelry, like hairpieces, earrings, bracelets, family heirlooms, etc., garter, ribbons, invitations, ring boxes, flowers, the rings & any other sentimental keepsakes you would like to include.)

2. We always recommend popping the champagne with your girls during the pictures of the robes/PJs; it turns out super cute!

3. When it's almost time to get dressed, make sure your mom or whoever will help you put your dress on is ready & dressed to help you, so you're on time.

4. Groom & groomsmen getting ready pictures are always the easiest & quickest. But we also recommend that the groom separates in a box a few details for the groom's detail shots, for example shoes, socks (if they are special), cuff links, tie or bow tie, pocket square,

TIMELINE *tips & tricks*



boutonniere, vows books, rings, and anything else that might be important for the groom). Also, make sure that moms or whoever will help the groom get dressed and be ready for the pictures on time.

5. the first look! (we love it). We recommend the first look with your partner if you want less stress after the ceremony. You could also do a first look with your dad, bridesmaids, mom, grandparents, etc. Just make sure you don't go crazy on the first looks so you're not behind schedule. We don't recommend more than 2 first looks, max 3!

6. The best part about doing a first look with your partner is that you can do your wedding party photos before the ceremony & have more time to party later! If you don't do a first look we recommend at least trying to do bridesmaids' photos & groomsmen's photos before the ceremony. Then after the ceremony do the rest of the whole party together and/or bride with groomsmen and groom with bridesmaids.

TIMELINE *tips & tricks*

7. Whenever we build our client's timeline we like to leave "wiggle room" for errors. Weddings are unpredictable and there's always a little something that can go wrong and get the schedule behind. That's also why we always leave a 30-minute window to prepare for the ceremony. This is a good opportunity for the bride/groom to breathe and soak at the moment. As well as the photographer/ videographer to get their gear ready for the ceremony without hiccups.

8. If you're not getting married in a church the ceremony will likely last 30 minutes or less. If you're getting married in the church with a full mass make sure to adjust your timeline for at least 1 hour of the ceremony.

9. During the cocktail hour is when we'll start the family photos. We like to leave 1 hour for family photos as wiggle room for error. But of course, it will definitely depend on how big your family is and how many variations of photos you'll want. We have done family photos as quickly as 30 minutes and as long as 1 hour. A quick tip: if you want to make the family photos quicker (30 minutes), tell the officiant to make an announcement to communicate to your family to stay around for family photos after the ceremony. Also, make sure to have a family photos list ready with your photographer as well as someone that knows your family well to gather them together. Also, speak to the family you'll want photos with to NOT leave the spot where the pictures are being taken. If one person is missing and we have to find them it could literally take as long as 10 minutes to get one picture done.

10. Let's talk about the reception. From years of experience, we noticed that the best way to have your reception is by following our example of a timeline. First dance right when the couple enters the reception, why?? Because you have your guests' attention!!!!

TIMELINE *tips & tricks*

They're not drunk yet, they haven't had the chance to warm up with their tables yet & they will look at you! If you do the first dances after dinner 90% of the time no one will pay attention. Speeches before dinner, why? Same reason! Otherwise, no one will give attention to it and you'll have people talking in the background. Cake cutting we always recommend after dinner, why? This is usually something that people normally won't pay attention to regardless of timing. Then from there go straight into the dance floor and invite your guests to dance with you (this usually works better when the DJ helps you with the announcements).

11. Couples portrait session: we always do these during sunset, so this can be changed in the timeline depending on what time the sunset will be on your wedding. Make sure you chat with your photographer to know the best time for it.



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