

Lewis/Verney Wedding

FRIDAY, MAY 19, 2017



Thursday, May 18, 2017

- 2:30 PM** **Amanda** meeting with Chrissy for venue walk thru in the gift shop of the Manor House (in the back of the house basement) and Jay Whitaker to see bar areas
- 3:30 PM** **Amanda, Jennifer and Ryan meet at venue**
- 4:30 PM TO 6:00 PM** Rehearsal takes place
- 6:30 PM** Rehearsal dinner

Friday, May 19, 2017

8:00 AM TO 5:10 PM **Jennifer and Ryan will NOT see each other prior to ceremony**

8:45 AM **Jennifer**, all bridesmaids, and mothers meet up
Hair & Make up stylist arrives in 1 House Across street
Amanda arrives at 1 Home to greet girls

9:00 AM TO 2:00 PM **Makeup artist** arrives at 1 Home across street

Hair & Make Up Schedule

Time	Hair & Make Up	Time	Hair Only
9:00 AM	Kristen	10:00 AM	Cassie
10:30 AM	Naomi	11:30 AM	Brittany
12:00 PM	Vicki	1:00 PM	Kim
1:30 PM	Jennifer		

9:00 AM **Jennifer** confirms that she has the bride and groom's ring to hand off to **Alicia** at 12pm

9:15 AM **Amanda** Meet with **Kim** at Poplar to review:

- Sparklers
- Ice bucket placement and purpose
- Chalkboard and seating assignments
- Confirm: 3 candles, 25 wood slabs, 3 white lanterns, 2 twig balls
- Walking order and cues for ceremony
- Seating for ceremony
- Cake Knife
- Ring Pillow
- Cocktail hour, cocktail table location under tent
- Cake table
- Puzzle Table under tent
- Adding more tables and moving front tables back in barn
- DJ and dance floor placement
- Table dismissal for buffet

9:55 AM **Aunt Barbara** gets food to guys and girls

10:00 AM **Amanda** Call Cape Fear for bus confirmation pick up for guests

10:55 AM **Ryan**, all groomsmen, and Ron meet up

12:10 PM **Ryan** and groomsmen get dressed

12:10 PM TO 3:00 PM **Laura Thomas** Flowers assembles and delivers all flowers for ceremony, cocktail hour, and reception

Amanda gets ribbon from Laura for barn curtains

12:15 PM **Photographer** goes to Poplar to take details shots

Photographer arrives at Bride Getting Ready House from Poplar to collect the details items

12:25 PM **Photographer assistant** arrives at 2 Second Home across the Street

- Taking some pics at the house and then heading to Poplar

1:25 PM **Ryan, groomsmen, and fathers** depart from 2 Second Home across the Street driving to go to Poplar Grove Inn for pictures

1:30 PM **Photographer** hands off rings to Sean to hold until ceremony

John arrives at Poplar for photos

Ryan, groomsmen, and fathers arrive at Poplar Grove Inn

1:35 PM TO 2:15 PM **Photographer** takes photos of Ryan and guys at Poplar

1:55 PM **Girls get dressed, except for Jennifer**

2:00 PM **Caterer** arrives

Jewell Events arrives at Poplar Grove Inn and sets up equipment for reception

2:05 PM **Jennifer and girls** leave for Poplar

2:15 PM **Jennifer and girls** arrive at Poplar

2:25 PM **Guys out of sight in barn until ceremony line up**

2:30 PM **Amanda** reviews table dismissal with caterer

Jennifer puts on wedding dress, and photographer takes photos

2:45 PM **Laura Thomas** Flowers delivers bouquets for Jennifer and bridesmaids just before photos at Poplar

3:00 PM TO 4:00 PM **Photographer** takes photos of Jennifer and girls outside at venue

3:30 PM **Amanda** prepares to greet vendors

Cake is delivered and assembled

4:00 PM **Bagpiper arrives**

Jay arrives for set up

Reminders:

- Wine Key
- Bar Rags
- Fan
- Serving tray to serve drinks for bridal party immediately following ceremony

Amanda hands off To-Go boxes - *Jay see me for details*

Officiant Jared Ledlow arrives

Amanda hands off ceremony print out and individual vows for couple

4:10 PM **Both shuttles depart to take guests to ceremony**

4:15 PM **Jay** sets up for cocktail hour under tent and reception cocktails inside the barn

4:30 PM TO 5:00 PM **Bagpiper** begins playing prelude music

4:30 PM **Guests start arriving** at prelude

- Seat guests evenly on both sides
- All seating is open, except first 3 on right and 2 on left (facing gazebo) of pews on each side are reserved for family

4:45 PM **Amanda gathers Groom and Groomsmen from the barn to the ceremony area - Confirming line up order with them**

4:50 PM **Don** gets **Jared** microphone for ceremony

4:55 PM **Jennifer and John wait under the deck until music changes**

Ring bearer is seated with Dad (Ryan) at the end of the aisle

Bridesmaids and Flower Girl line up behind of the Pergola

5:00 PM **Ceremony begins**

Amanda cues **Bagpiper** to begin Vicki/Dustin and Kim/Sean's entrance and seating

5:02 PM **Dustin** seats Vicki on the left (facing gazebo)

5:03 PM **Sean** seats Kim on the right side (facing gazebo)

5:04 PM **Ron** enters and sits next to Kim

5:05 PM **Amanda** cues **Bagpiper** to stop

5:06 PM **Jared** enters as music lulls

Amanda cues/texts Don to begin "I've been waiting" and guys to begin taking their places.

5:07 PM **Groomsmen** enter

 1. Dustin

 2. Pat

 3. Kiezer

 4. Huston

 5. Sean

Ryan enters after all men have taken their place

5:09 PM **Amanda** cues/texts **Don** to end Grooms music and begin playing "Kisses and Cake"

5:10 PM **Ceremony procession for girls order as follows:**

 1. Flower Girl, picks up Ring Bearer at end of aisle (**Dad/Ryan walks around the outside of aisle and takes reserved seat at front to grab Ring Bearer**)

 2. Cassie

 3. Kristin

 4. Brittney

 5. Sara

 6. Naomi

 When each turns the corner of walkway, the next will begin walking

5:13 PM **Amanda** cues/texts **Don** to end bridesmaids music, pause and begin playing Brides Processional Song "Feels like home" Instrumental version.

JENNIFER AND JOHN BEGIN WALKING

5:15 PM **Jay** waits for bridal party under deck to take drink orders from bridal party before bridal pictures

5:17 PM **Amanda** cues Bagpiper to begin playing for sand ceremony portion

5:30 PM **Bridal Party** exits to under the deck to give Jay drink orders and begin photos

Photographer - Streamer Pops down the aisle for bride and groom exit

Cocktail hour begins

5:30 PM TO 6:25 PM **Appetizers and drinks are being served**

5:30 PM **Guestbook Puzzle** is displayed under tent

DON starts playing UPBEAT cocktail music

5:35 PM **Jay gets a beer to John before photos**

Ceremony ends –

PHOTOGRAPHER: Steamers pops as they walk back down the aisle.

Jennifer and Ryan recess out and wait until ceremony area is cleared for photos in the gazebo

Jared Ledlow and Jennifer and Ryan sign marriage license and Jared is responsible for it from then on

5:35 PM TO 6:20 PM Formal family photos and wedding party photos are taken

6:15 PM Reception room fully prepared

6:25 PM TO 6:45 PM **Jay - Soft close of bar** to move people to reception seating and break down and move to inside bar

6:25 PM Wedding party arrives outside reception area

6:30 PM Cocktail hour ends

Guests are seated

Jewell Events plays music while people are seated

6:40 PM **Amanda** lines up bridal party in order in front of large barn doors for entrance

6:45 PM **Amanda** cues **Don** bridal party is ready for entrance

Jewell Events announces Bridal Party into reception

1. Isla and Liam - Flower Girl and Ring Bearer
2. Cassie Anibas and Dustin Lampi
3. Kristen Prestegard and Patrick Rose
4. Brittany Nuxall and Kyser Moeglein
5. Sara Jones - Maid of Honor and Houston Morris
6. Naomi Sprague - Jennifer's Sister - Matron of Honor and Shaun Williams - Best Man

Jennifer and Ryan announced as Mr. and Mrs. Ryan Verney

6:50 PM **Jennifer and Ryan first dance**

6:55 PM **Don** announces Bar is reopen

7:00 PM **Jay hands off To Go boxes from Amanda - Get caterer to box up a to go dinner for bride and groom in limo**

Jimmy (Grooms Uncle) gives blessing for dinner

7:10 PM **Buffett Begins**

7:15 PM Vendor meals available

Please feed photographers first so they are able to shoot immediately after

7:35 PM TO 7:50 PM **Photographer** takes **Bride and Groom** outside for sunset pictures

7:55 PM **Jay** begins pouring Prosecco for toasts

7:58 PM **Amanda** alerts Ron and guest (Terri) that cake cutting and serving will be done immediately following Jennifer and Ryan cutting and during toasts

8:00 PM **Jennifer and Ryan cut cake**

8:05 PM Dessert is served

Amanda cues to deliver toasts

1. John Lewis
2. Shawn Williams
3. Naomi Lewis
4. Sara Jones

8:20 PM **Bouquet Toss**

8:25 PM Wedding party dances

- Father/bride dance
- Mother/groom dance

Don please encourage others to join in **half way** through during these dances

8:30 PM **Dance Floor Opens**

9:30 PM Limousine arrives for bride and groom

9:55 PM TO 10:00 PM **Formal Exit**

Sparklers

10:00 PM Bus arrives to collect guests

Alicia Quintanar Photography leave reception

Music stops and reception ends

Reminders

- * Cake topper and ribbon for curtains LAURA
- * Card basket for gift table and cake stand JENNIFER
- * Copies of ceremony readings AMANDA TO PRINT AND HAND OFF TO JARED
- * Favors KIM AND VICKI
- * Flip flops - JENNIFER ONLY
- * Garter - JENNIFER
- * Guestbook - VICKI WILL BRING
- * Cake knife - KIM
- * Marriage license - RYAN AND JENNIFER
- * Payments - RYAN AND JENNIFER
- * Ring pillow - KIM
- * Seating chart/Board - KIM
- * Table numbers - KIM
- * Toasting flutes - KIM

Venue Guidelines

Poplar Grove Inn (Ceremony Venue)

Poplar Grove Inn (Reception Venue)

Venue Contacts

VENUE	CONTACT	PHONE/EMAIL
Poplar Grove Inn 10200 US Highway 17 N., Wilmington, NC 28411	Chrissy Fennell	M: (910) 686-9518 Chrissy@poplargrove.org
2 Second Home across the Street	May 19 2017	
Bride Getting Ready House 10135 US Highway 17 Wilmington, NC	May 19 2017	

Vendor Contacts

ROLE	VENDOR/CONTACT	PHONE/EMAIL
Limo Service	Excel Limo Service Brenda	M: (910) 577-5466
Bakery	Art is in the Air Heather Thomas	M: (919) 604-8334 artistheather.ht@gmail.com
Caterer	Johnny James Johnny James	M: (910) 289-1594 bbqnit@gmail.com
Entertainment	Jewell Events Don Jewell	M: (910) 620-1657 info@jewellevents.com
Florist	Laura Thomas Flowers Laura Thomas	M: (704) 641-7188 diwp@earthlink.net
Hair Stylist	Ashley Eedens Ashley Eedens	M: (910) 540-5335 aeedens@yahoo.com
Officiant	Jared Ledlow Jared Ledlow	M: (832) 236-6635 eskilobes@gmail.com
Photographer	Alicia Quintanar Photography Alicia Quintanar	M: (910) 467-9713 aliciaqphotography@gmail.com
	NONE	
	CAPE FEAR TRANSPORTATION	M: (910) 679-4339 Info@CapeFearTransportation.com
Planner	Events by Bella Amanda DeVivo	M: 7047753050 amanda@bellasapora.com
Bartender	Jay - Bartender Jay	M: (910) 352-8398 whitakerJ@coastalcarolina.edu

Wedding Party Contacts

CONTACT	ROLE/RELATION	PHONE	EMAIL
Jennifer Lewis	Bride	M: (907) 227-5834	jennifer.claire.lewis@gmail.com
Ryan Verney	Groom		
Kim	Mother of Groom	M: 907-252-5220	verneys@alaska.net