

THE SPRINGS

WEDDING & EVENT VENUES

Hey Springs couples! We wanted to help make creating your wedding day timeline a bit easier with our timeline checklist!

Whether DIY or hiring a Day-of-Coordinator, we want your day to be stress-free and smooth!

Use a spreadsheet to build 3 columns for the time, the task, and who it is delegated to (person or company)

Wedding Day | Set Up & Prep

- Unload car at the venue
- Put perishables & florals in the fridge
- Decorate tables - linens, centerpieces, reserved signs, or table numbers
- Decorate the ceremony site
- Arrange photo displays
- Arrange cake table
- Arrange sweetheart table
- Arrange guest sign in and stationery (guest seating, ceremony programs)

Wedding Day | Behind-the-scenes | Prep

- Furniture set-up complete
- Bring ladders & extension cords if needed
- Hair & makeup artist arrival time
- Photographer arrival
- Getting ready photos - bridal party in suites
- Cake arrival time & set up
- DJ arrival & set-up
- Videographer arrival
- Slideshow check & run through
- Pick up alcohol (especially for kegs)
- Florist arrival
- Photobooth arrival & set-up
- Bride makeup slot
- Bride hair slot
- Bride getting dressed & veil photos
- Bar service arrival
- Officiant arrival
- Mic & sound check for ceremony
- Adjust lighting - spotlights, specialty lights, overhead lights in hall
- Caterer arrival
- Mic & audio soundcheck for reception
- Live musician arrival

Wedding Day | Behind-the-scenes | During

- Bride & bridal party arrival
- Groom & groomsmen arrival
- Bride's cell phone - delegate to someone
- Envelopes with final payments to vendors
- Put on boutonnieres, corsages & distribute bouquets
- Lunch for wedding party
- Guest sign-in table attendant - collect guest sign-in book for safe keeping
- Bridal party portraits
- Bride & groom first look/touch/private vows
- Other photos (first looks with parents, bridal party etc)
- Who is telling guests where to go once they arrive?
- For processional - who is cueing the bridal party and manning doors?
- Uncover any displayed bridal portraits after ceremony
- Move floral arrangements from ceremony to reception
- Run ceremony audio
- Run slideshow
- Light candles
- Bustle bride's gown
- Collect iPod or laptop if ceremony music was DIY
- Dim lights
- Sneak away for sunset or evening portraits
- Gift table - collect cards for safe-keeping & loading into car
- Box up leftover food & cake
- Refresh drink station - tea, water, ice
- Transportation service arrival
- Gratuuity envelopes & distributing to vendors
- To go box for bride & groom with food from caterer - load in exit car
- Load bride & groom's suitcase, purse or extra bags into exit car

Wedding Day | Behind-the-scenes | After

- Packing up - assign & delegate/know where items need to go afterwards
- Clear off reception tables (trash put in receptacles)
- Clear off linens & bag - return to rental store or arrange pickup
- Collect kegs & pumps to return to store
- Top tier of cake
- Collect slideshow DVD or laptop
- Collect decor from ceremony site
- Clear dressing suites - final check for forgotten items
- Clear fridge - final check for forgotten items

Wedding Day | Ceremony

- Guest arrival & seating
- Bridal party line-up
- Request for no electronics or phones
- Processional
- Request/cue to stand for bride's entrance
- Welcome guests & message by officiant
- Unity candle or alternative options
- Readings/scriptures
- Additional songs or live music
- Prayer
- Vows & exchange of rings
- Charge to the couple (reminder of the importance of their vows)
- Pronouncement of marriage
- The kiss!
- Presentation of the couple
- Bride and groom slow exit (to take it in & get photos)
- Recessional
- Sign marriage license
- Cocktail hour for guests / slideshow viewing

Wedding Day | Reception

- Guest seating
- Bar opening time
- Grand entrances
- Dinner service
- Toasts
- First dances
- Dancing
- Entertainment (bouquet toss, games, anniversary dance, money dance)
- Couple's thank you speech
- Cake cutting
- Last call
- Last dance for all
- Newlywed's last dance (private or not)
- Send-off prep
- Grand exit
- 11pm - music stops, bar closes, lights up - time for goodbyes
- 12am - all vendors and guests should be off-site

