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 non-refrigerated perishables on tables
- Arrange reserved table
- Arrange cake table in set-up
- Arrange sweetheart table
- Arrange guest sign in and stationery (guest seating, ceremony programs)
- 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
- Mic & sound check for ceremony
- Officiant arrival
- Mic & audio sound check for reception
- Caterer arrival
- Live musician arrival
- Strawberry and champagne drink station
- Live music
- Bride & bridal party arrival
- Groom & groomsmen arrival
- Bride's cell phone - delegate to someone
- Envelopes with final payments to vendors
- Finishing touches - bustle bride's gown, put on ring bearer's suit, put on boutonnieres, corsages & distribute bouquets
- Wedding 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 florals 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
- Gratiuity 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
- Packing up - assign & delegate/know where items need to go afterwards
- Clear off reception tables (trash put in receptacles)
- Clear fridge (availability of leftover food)
- Clear dressing suites - final check for forgotten items
- Clear fridge - final check for forgotten items
- Gratiuity envelopes & distributing to vendors
- Bar opening time
- Last call
- Last dance of all
- The new bride & groom's last dance (on a dance floor or on the dance floor)
- Send-off prep
- Cake cutting
- Last dance
- Couple's thank you speech
- Cocktail hour for guests - décor/HMMD

Wedding Day | Reception

- Guest seating
- Bar opening time
- Group photos
- Group pictures
- Dinner service
- Toasts
- First dances
- Dancing
- Entertainment (bouquet toss, games, anniversary dance, money dance)
- Cake cutting
- Cake cutting
- Last call
- Last dance of all
- The new bride & groom's last dance (on a dance floor or on the dance floor)
- Send-off prep
- Last dance
- Couple's thank you speech
- Cocktail hour for guests - décor/HMMD

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)