



Lesson Six:
**WEDDING DAY
ITINERARY**



Timeline: Page 1

SET UP:

- 9:00 Decorate venue
- 11:00 Leave venue
- 3:00 DJ arrive
- 3:00 Cake arrive
- 4:00 Photobooth arrive
- 4:00 Food arrive
- 4:15 C arrives to venue

LADIES GET READY:

- 8:00 B and BM arrive at hotel
- 8:00 Hair & makeup starts
- 11:00 MOH delivers letter to G
- 11:30 Lunch delivered
- 11:45 Picture of B & BM in robes
- 12:00 BM get dressed
- 12:00 B gets dressed with MOB

GENTLEMAN GET READY:

- 11:00 GM arrive at hotel
- 11:00 BM delivers letter to bride
- 11:30 Lunch delivered
- 1:00 Groomsmen dressed
- 1:00 Boutonnieres pinned

PICTURES:

- 12:15 B first look with BM
- 12:30 B first look with FOB
- 12:45 B and G first look
- 12:45 Party Bus arrives
- 1:00 BP leave for park
- 1:15 BP pictures in park
- 1:50 BP leave for church
- 2:00 BP arrives to church
- 2:00 BP break

- 2:30 Family and Kids arrive to church
- 2:30 Family receives flowers
- 2:45 Family photos
- 3:30 BP Hides

CEREMONY:

- 3:30 Guest arrive to church
- 3:30 Attendants and musicians ready
- 4:00 Ceremony begins
 - C leaves for venue
- 4:45 Married!!
 - B and G hide in side room
- 4:45 Party Bus arrives to church
- 4:45 Bubble Exit to Party Bus

RECEPTION:

- 5:30 Guest arrive to venue
- 6:00 BP arrives to venue / bustle
- 6:10 BP entrance
- 6:15 BM says prays
- 6:15 Dinner buffet
 - B and G mingle each table
 - Toast - MOH, BM & B and G
 - Cake Cutting
 - First Dance
 - Father Daughter Dance
 - Mother Son Dance
 - Open Dancing
 - Money Dance
 - Garter & Bouquet
- 8:30 Put out Glow Sticks and Snacks
- 10:45 Last Call
- 11:00 Happily Ever after....



Wedding Abbreviations:

- | | |
|----------------------------|----------------------------------|
| C - COORDINATOR | FB - FLOWER GIRL |
| B - BRIDE | RB - RING BEARER |
| G - GROOM | BP - BRIDAL PARTY |
| MOH - MAID OF HONOR | MOB - MOTHER OF THE BRIDE |
| BM - BRIDESMAIDS | FOB - FATHER OF THE BRIDE |
| BM - BEST MAN | MOG - MOTHER OF THE GROOM |
| GM - GROOMSMEN | FOG - FATHER OF THE GROOM |
| U - USHERS | |

Wedding Party: Page 2

BRIDE AND GROOM:

Kelly Smith
Nick Jones

PARENTS OF THE BRIDE:

Tim and Sarah Smith

PARENTS OF THE GROOM:

Mark and Dawn Jones

GRANDPARENTS OF THE GROOM:

Lois & Jim Hall and Don Meyer

GRANDPARENTS OF THE BRIDE:

Mary & Bob Smith

BRIDESMAIDS

Jessica Melvin (MOH)
Bethany Rutledge
Stephanie Klecan
Jessica Stone
Sarah Hughes
Kelli Slimmer

GROOMSMEN

Aaron Woody (BM)
Stephen Glassel
Jess Urban
Andy Glassel
Matt Christopher
Austin Rutledge

RING BEARER AND FLOWER GIRL

Steven Melvin
Melissa Jones

Vendors: Page 3

CEREMONY: First United Methodist Church
555 Vermont St. Lawrence, Kansas
555.555.5555 and debbie@first.com

RECEPTION: Abe and Jake's Landing
Kiley Noel - 555.555.5555
8 E 6th Street. Lawrence, KS 66044

MAKE UP & HAIR: HQ Salon
Meg Harry -555.555.5555

PHOTOGRAPHER: Austin Jackson Photography
555.555.5555
Austin@photography.com

FLOWERS: Bridal Flower Shop
555.555.5555 or bridal@shop.com

CAKE: Cakes by Kathy
555.555.5555 or kathy@cake.com

MUSIC: Music Night
Brandon Wolff. 555.555.5555

PARTY BUS: Magic Party Bus
555.555.5555

FOOD: Doug's Catering
555.555.5555 and doug@catering.com

BAR & RENTALS: Sean's Rentals
555.555.5555 and sean@rental.com



Ceremony Lineup: Page 4

GRANDPARENTS:

Lois & Jim Hall - Aaron (GM) Seats
Don Meyer Follows
Mary & Bob Smith - Jess (GM) Seats

PARENTS:

Mark and Dawn Jones - Nick (G) Seat
Sarah Smith - Nick (Groom) Seat
Nick Stays In Front

*Song change

BRIDAL PARTY:

(walking together)
Kelli Slimmer and Austin Rutledge
Sarah Hughes and Matt Christopher
Jessica Stone and Andy Glassel
Stephanie Klecan and Jess Urban
Bethany Rutledge and Stephen Glassel
Jessica Melvin and Aaron Woody

RING BEARER AND FLOWER GIRL:

(walking together)
Steven Melvin
Melissa Jones

*Song change

BRIDE AND DAD:

Kelly and Tim

Wedding Decor: Page 5

WEDDING DETAILS:

Dusty rose, burgundy, black, white
250 Count

CHURCH SETUP:

Welcome Sign
Card Basket
Programs
Burlap Pew Bows and Hooks
Ring Bearer Box
Basket with petals for Flower Girl
Bubbles For Exit with Bucket
Unity Sand
Guest book - Frame and Pens

GUEST BOOK AND GIFT TABLE

Guest book - Frame and Pens
Card Basket
Welcome Sign
Picture Frames (2)
Brides Bouquet
White Wooden G

HEAD TABLE:

Greens
Battery Candles
Bridesmaids Bouquets / Vases
Mr & Mrs Sign
Toasting Glasses
Champagne Glasses

GUEST TABLES:

Wood Slab / Greens On Slab
10 Wine Bottle - Turn on Light
10 Wood Boxes with Flowers
Candle and Mints for favors

CAKE TABLE:

Table 1:
1 Small Cake
G for Topper
Cake Knife
Table 2:
Donuts
Bags for Donuts
Napkins
3 White Cup Cake stands
2 Wooden boxes

SNACK TABLE:

4 Tins
4 Scoops
Silver Cups
Chex Mix & Cheez its together
Popcorn
Peanut Butter Pretzels

BAR:

Picture Frame / Koozies
Providing Beer and Wine

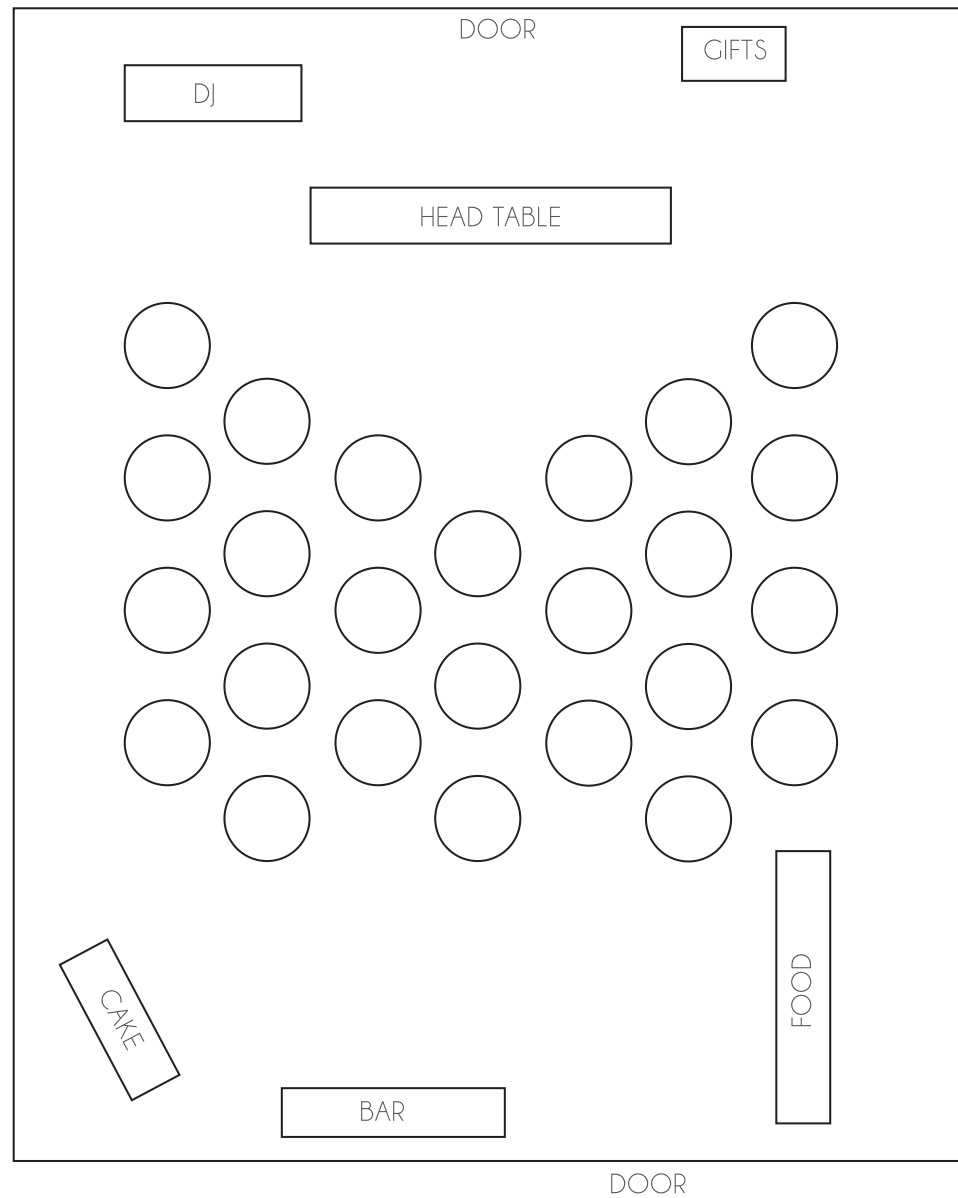
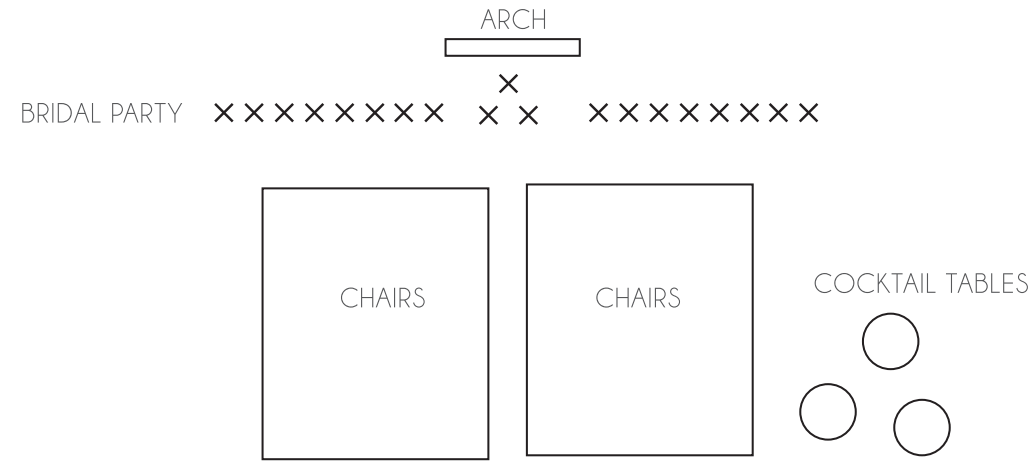
FOOD:

Red Sign
Plates, Napkins, Forks
Small Plates for Salad

KIDS TABLE:

Ring Pops / Gold Fish
Colors / Glow sticks
White Plastic table cloth

Layout: Page 6



Small Timeline: Page 7

LADIES GET READY:

- 8:00 B and BM arrive at hotel
- 11:30 Lunch delivered
- 12:00 BM get dressed
- 12:00 B gets dressed with MOB

GENTLEMAN GET READY:

- 11:00 GM arrive at hotel
- 11:30 Lunch delivered
- 1:00 Groomsmen dressed

PICTURES:

- 12:30 B first look with FOB
- 12:45 B and G first look
- 1:00 BP leave for park
- 2:00 BP arrives to church
- 2:30 Family and Kids arrive to church
- 2:45 Family photos
- 3:30 BP Hides

CEREMONY:

- 3:30 Guest arrive to church
- 3:30 Attendants and musicians ready
- 4:00 Ceremony begins
- 4:45 Bubble Exit to Party Bus

RECEPTION:

- 5:30 Guest arrive to venue
- 6:10 BP entrance
- 6:15 Dinner
- 11:00 Happily Ever after....

LADIES AND GENTLEMEN GET READY:

Spring Hill Suites
One, Riverfront Plaza Lawrence, Ks

CEREMONY:

First United Methodist Church
555 Vermont St. Lawrence, Ks

RECEPTION:

Abe and Jake's Landing
8 E 6th Street. Lawrence, Ks

(Coordinator's cell phone)





To do list:

- Familiarize yourself with the order of events.
- Design your own itinerary, that can be updated for each bride.
- Ways to create an itinerary:
 - *Word Document*
 - *Pages*
 - *Google Docs*
 - *Indesign*

Find a full and blank itinerary example in the appendix section as well as in this lesson.

