

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Wedding Day Time Table in a Nut Shell

When you make your abbreviated time table, be sure to plan enough time for each scheduled activity. The following chart will help you with the preliminary essentials. Change the order of, and add activities that will be different for your wedding. Fill in as much of the information as possible as soon as possible and make changes as necessary.

1. Eat a small meal before you head for the ceremony.
2. Hair and Make-up
3. Get Dressed
4. Leave for the ceremony
5. Put on your wedding attire if you plan to do so at the ceremony site.
6. Photos before the ceremony
7. Parents arrive
8. Guests arrive and are seated
9. Ceremony entrance - Processional
10. Ceremony begins
11. Ceremony concludes - Recessional
12. Receiving Line
13. Formal group photos with wedding party
14. Leave for the reception
15. Cocktail Hour and/or hors d'oeuvres for guests as they wait for the newlyweds to arrive
16. Arrive at the reception
17. Toasts by the best man, the father(s) and others
18. Reception Meal
19. Bridal Dance
20. General Dancing
21. Cake Cutting ceremony
22. Garter toss ceremony
23. Bouquet toss ceremony
24. Bride and Groom change clothes
25. Bride and Groom leave reception
26. Reception ends

NOTE: If you plan to change clothes at the reception, assign someone to take care of the gown and tuxedo.

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Wedding Day Schedule

By the Clock

6:AM _____

7:AM _____

8:AM _____

9:AM _____

10:AM _____

11:AM _____

12:AM _____

1:PM _____

2:PM _____

3:PM _____

4:PM _____

5:PM _____

6:PM _____

7:PM _____

8:PM _____

9:PM _____

10:PM _____

11:PM _____

12:PM _____

1:AM _____

2:AM _____

Notes and Comments:

Wedding Day Schedule

By Activities

Page 1 of 2

| Activity | Time Slot: From - To | Who is in charge |
|--|----------------------|------------------|
| set-up at ceremony and reception locations | | |
| Ceremony location set-up | | |
| Flowers delivered to ceremony location | | |
| Reception location set-up | | |
| Caterer set-up at reception location | | |
| Flowers delivered to reception location | | |
| Musicians - DJ set-up at reception location | | |
| Photographer set-up at reception location | | |
| Videographer set-up at reception location | | |
| Personal | | |
| Hair appointment(s) | | |
| Make up appointment(s) | | |
| Bride begins getting dressed At: (location) | | |
| Bridesmaids begins getting dressed At: (location) | | |
| Groom begins getting dressed At: (location) | | |
| Groomsmen begins getting dressed At: (location) | | |
| Photographs | | |
| At the bride's home | | |
| Formal Portraits - Bride and groom | | |
| Formal Portraits – with family members and Bridal party | | |
| Photographing and Vidiographing at the Ceremony | | |
| Bride and groom pose for first portraits as husband & wife | | |
| Photographing and Vidiographing at the Reception | | |
| Ceremony | | |
| Review tasks with ushers and guestbook monitors | | |
| Guests begin to arrive and are seated | | |
| Prelude music begins | | |
| Bridal party lines up for processional | | |
| Family and special guests are seated | | |
| Processional | | |
| Actual Ceremony | | |
| Recessional | | |
| Receiving line at end of ceremony | | |
| Guests and attendants leave for reception (if follows) | | |

Wedding Day Schedule

By Activities – Reception

Page 2 of 2

| Activity | Time Slot: From - To | Who is in charge |
|---|----------------------|------------------|
| Reception | | |
| Cocktail Hour starts guests find their assigned seats | | |
| Actual Reception | | |
| Bridal Party enters and introduced | | |
| Bride and groom make Grand Entrance and are introduced | | |
| If a Family wedding, bride, groom & kids are introduced | | |
| First Dance | | |
| Family members toast bride and groom | | |
| Sit down meal: First course is served | | |
| Self serve meal: food buffet is opened | | |
| Sit down meal: Second course served | | |
| Best Man toasts bride and groom | | |
| Maid of Honor toasts bride and groom | | |
| Others toast bride and groom | | |
| Cake Cutting | | |
| Father daughter dance – Mother son dance | | |
| Bouquet toss or bouquet presentation | | |
| Garter toss | | |
| Last Dance | | |
| Bride and groom depart | | |
| Other aspects special to us - scheduled | | |
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The Wedding Reception Checklist

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1-2 Hours before the Reception

It is wise to separate the arrival of the service providers by 15 to 30 minutes as per following order:

- Caterer arrives to set up and get ready.
- Florist arrives to set up all floral arrangements.
- Band or DJ arrives to set up the equipment and get ready.
- A chosen Bridesmaid and a chosen groomsman, or the Wedding Coordinator, arrive to set up place cards, favors, toasting flutes, cake knife, guest book with pen and the special keepsake holder for cards and money gift envelopes.
- Baker arrives to set up the cake table, the wedding cake(s) and baked goods. Also to embellish the cake if it is to be decorated with florist provided flowers and greenery.
- Assign someone to assure that:
- All of the reception preparations are complete before the guests arrive.
- All the tables such as: sign-in table, Memorial table if you have one, buffet serving tables, cake table, welcome table*, head table and guest tables are set up.
- That there are enough chairs for the family, attendants and all the guests.
- Also, that all the wedding vendors and service providers are wearing proper attire as per agreement.

*The welcome table is specific to weddings with assigned seating. It is usually dedicated to displaying seating place cards and sometimes favors for the guests as well.

The First Hour of the Reception

- Wedding guests arrive.
- Cocktail hour begins with champagne and/or hors d'oeuvres for the guests.
- Bride & Groom take formal photographs.
- All family members and wedding party join them for formal photographs.

The Second Hour of the Reception

- The Bride and Groom, their parents and the wedding party line up in the following order: the parents of the groom followed by the parents of the bride, then the flower girl and ring bearer, bridesmaids escorted by the groomsmen, the maid of honor escorted by best man and last to enter are the bride and groom.
- The master of ceremonies makes the formal introductions.
- The Bride and the Groom are called for the first dance.
- Caterer begins serving the tables with champagne for the champagne toasts.
- Cocktail hour ends.
- Bar if you have one, opens.
- The master of ceremonies requests that guests to be seated at their tables.
- The master of ceremonies announces the people who toast the bride and groom starting with the best man followed by the fathers and.....
- Buffet is announced or dinner is served.

The Wedding Reception Checklist

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The Third Hour of the Reception

- The bride and groom cut the cake.
- The bride dances with her father.
- The groom dances with his mother.
- The wedding party joins on the dance floor.
- The bride, groom and wedding party dance.
- The master of ceremonies invites the guests to join in.
- The master of ceremonies introduces the Money Dance.
- Dessert, cake and coffee are served.
- The master of ceremonies announces the bouquet toss.
- The master of ceremonies announces the Garter toss.

The Fourth Hour of the Reception

- The bride and groom dance their last dance.
- The bride and groom depart.
- The master of ceremonies announces who should take home the centerpieces. Unless, of course, the bridesmaids bouquets were used.
- The service providers collect their equipment and wares and clean after themselves.
- The parents of the bride with the help of the best man and maid of honor, gather and load in their cars with all the gifts, keepsakes and other items that need to be taken home.

Important Note:

If the reception was at a private facility, such as a community club house that does not offer clean-up, the parents and wedding party should bring work clothes as they need to stay and clean the facility.

Notes and Comments:

About Wedding Reception Activities

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Introduction of wedding party

The wedding attendants and family have contributed to making your wedding a day to remember. Introducing them to your guest is a nice way to honor them.

Give your Master of Ceremonies a list of the honorees names and their titles arranged in the order they enter the reception. It is a good idea for you to review the pronunciations of each name, especially those that are not common. Instruct your Master of Ceremonies whether to introduce the bride and groom as Mr. and Mrs., or by their first names. The order of entrance is as follows:

- Parents of the Bride,
- Parents of the Groom,
- Groomsmen as they enter with the Bridesmaids,
- Flower girl or boy and Ring bearer,
- Ushers
- Best man and Maid/Matron of honor,
- **Bride and Groom** are always the last to be introduced. Special music or song should be played and everyone in attendance should stand in anticipation of their grand entrance.

Blessing

Religious couples have been blessed by the clergy at their marriage ceremony. Parents and/or family friends may bless the couple at the reception. If the clergy attends the reception, s/he will be honored to give the blessing(s) associated with the meal. Be sure that the master of ceremonies coordinates in advance with the person(s) bestowing the blessing.

Meal

At a sit down meal it is customary for the Bride and Groom to be served first. At a buffet, it is customary for the bride and groom to start the food line.

Cake Cutting

Traditionally the bride and groom cut the first wedge of their wedding cake. The bride feeds half of it to the groom and the groom feeds the remaining half to the bride. The ceremonial cutting of the cake symbolizes that the couple will always share and care for one another.

Toasts

Various toasts are traditional when celebrating a marriage. The first toast is reserved to the bride and groom as they toast each other then interlocking arms and drinking. Other toasts follow by the Best man, parents, the Maid/Matron of honor and other family members and friends.

Bride and Groom's First Dance

The Bride & Groom perform the First Dance at the reception. This is their first dance as a married couple.

About Wedding Reception Activities

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The Father and Daughter's Dance

The Father and Daughter Dance is the dance reserved for the father of the bride and his daughter. If the bride does not have a father in attendance, another father figure, a son or a brother should dance with the bride.

Mother and Groom's Dance

The Mother and son dance is the dance reserved for the mother of the groom and her son. If the groom does not have a mother in attendance, another mother figure, a daughter or a sister should dance with the groom.

The Money Dance

Recently, the Money Dance has become quite popular. Guests are invited to dance with the bride and drop monetary bill(s) in her purse - money bag. The money collected is often used by the bride and groom to supplement their honeymoon.

Bouquet and Garter Toss

Traditionally the bride tosses her bouquet toward all the single women who gather around her with the hope that the woman who catches it will be the next to marry. The garter toss follows immediately after the bouquet has been tossed. The bride is seated on a chair set in the middle of the dance floor with her gartered leg exposed. The groom removes the garter from her leg and tosses it toward all the single men who gather around with the hope that the man who catches it will be the next to marry. Many brides purchase a special Tossing garter to replace the one they want to hold on to as a keepsake.

Notes and Comments: