



Venue | Date
Venue City | State

Timeline |

Vendor Info **Location Info** **Music Info** **Details Needed**

Time	Task	Who Vendor
00:00	Arrival at venue Set up for any vendors Who is in charge of what setup details	Vendors
00:00	Wedding Party Arrival Breakfast	Wedding Party
00:00	TIMELY PLANNING & CO ARRIVAL HAIR MAKEUP ARRIVAL	TPC HMU Team
	Wedding Party MAKEUP STARTS Start Time Name 45 Min Start Time Name 45 Min Start Time Name 45 Min Start Time BRIDE 1 Hour Start Time MOB 45 Min	Wedding Party Make-Up Team
	Wedding Party HAIR STARTS Start Time Name 45 Min Start Time Name 45 Min Start Time Name 45 Min Start Time BRIDE 1 Hour Start Time MOB 45 Min	Wedding Party Hair Team
00:00	Snack Breakfast Set out attire Rings Invitation for photos TPC to get all these photos ready	Wedding Party TPC
00:00	PHOTOGRAPHER VIDEOGRAPHER ARRIVAL	Film Team
00:00	Grooms Party Getting Ready Photo Ops Locations	Grooms Party Photographer
00:00	Grooms Party to return to suite	
00:00	Snack Lunch	EVERYONE
00:00	Bridal Party Getting Ready Photo Ops Locations	BP Photographer
00:00	Bathroom Break	
00:00	Put dress on Who all do you want with you	Bride Photographer

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SCHEDULE ONLY TO BE USED FOR LAST NAME WEDDING
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TIME	TASK	Who Vendor
00:00	First Look Touch Location With who Wedding Party Family Groom	Bride Photographer
00:00	Photo Ops	Film Team
00:00	Entertainment Team Arrival Officiant Arrival Meet with TPC for setup instructions	
00:00	Cater Bakery Team Arrival Meet with Jarrod for setup instructions	Cater Bakery TPC
00:00	Bathroom Break	Everyone
00:00	Last minutes touch ups Flower Girl Ring Bearer ready Who to have rings	Everyone
00:00	Prelude Guests will begin to arrive Music Ushers to seat guests <i>prelude music to be played from 00:00-until all guests arrive</i>	
00:00	Wedding Party to Location <i>Alexis to line up everyone</i>	Wedding Party TPC
00:00	Processional starts Song Officiant to take place make unplugged announcement	Everyone
	Processional Order Song Grand parents Parents Bride Groom Groom Wedding Party Flower Girl Ring Bearer	Everyone
	Bridal Processional Song Who will walk down with bride	Bride
	CEREMONY BEGINS UNITY SERVICE	EVERYONE
	MR & MRS Presentation Recessional Starts Song Bride Groom Wedding Party Seating of Family <i>TPC / to get food-drinks for wedding party / meet at location</i>	Wedding Party TPC
	Officiant Announces Location for Cocktail Hour Family to stay for photos	
00:00	After Ceremony Photos Location Family Point Person to round up guests	Wedding Party Family

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TIME	TASK	Who Vendor
00:00	Cocktail Hour Location Music	Everyone
00:00	Family & wedding party meets Location for photos Family Point Person to get family in groups for photos Parents & group photos (15min) Wedding Party (10min) Bride & Groom (15min) OFFICIANT TO SIGN MARRIAGE LICENSE Who to sign ML Bride & Groom alone time in bridal suite (10min)	Wedding Party Photographer TPC
00:00	DJ MC announces for guests to enter reception area	DJ MC
00:00	Wedding Party Bride & Groom to meet Location for reception	Wedding Party TPC
00:00	Wedding Party Entrance Order of Wedding Party Song WELCOME the couple Song First Dance Song	Wedding Party TPC Photographer
00:00	THANK YOU TO EVERYONE PRAYER Microphone needed	Who
00:00	Dinner Service Begins Who to dismiss tables Bride Groom - TPC to grab dinner Music in background Who will be replenishing food	Everyone
00:00	Toasts Who 3-4min MAX Microphone(s) needed Vendor Meals	Who
00:00	GOLDEN HOUR PHOTOS Location TPC to go with	Bride Groom Photographer
00:00	Special Dances Father Bride Mother Groom	Bride Groom Father Mother Photographer
00:00	Dance Floor Opens Who will be in charge of bussing tables first round of clean up	Everyone
00:00	Cake Cutting Dessert Private/Everyone Song	Bride Groom Photographer
00:00	Garter Bouquet Toss Songs	Bride Groom

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TIME	TASK	Who Vendor
00:00	Dance Party Dinner Ends Who will be in charge of bussing tables second round of clean up	Everyone Photographer
00:00	LAST CALL FOR BAR	DJ MC
00:00	DJ asks everyone to step outside Prepare for exit	DJ MC
00:00	Private last dance Song	BRIDE GROOM Photographer
00:00	EXIT :)	
	<p>CLEAN UP DETAILS</p> <p>Who is in charge of breaking down table chairs</p> <p>What/ Who vehicle are the gifts/ cards/ guest book going in</p> <p>Location of where trash needs to go</p> <p>Location of bins/ totes of where to put back decor/ personal decor</p> <p>NOTES</p>	
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