



Kenzie Master Timeline  
Primary  
Gretchen + Tommy  
June 4th, 2026

**WEDNESDAY, JUNE 3RD**

4:30 pm Rehearsal Chat Through

5:00 pm Grooms Dinner (W.A. Frost)

**THURSDAY, JUNE 4TH**

Wedding Day Details

Guest Count: 115

Number of Bridesmaids: 5

Number of Groomsmen: 5

Number of Personal Attendants: 0

Number of Ushers: 1

Number of Flower Girls: 1

Brides Parents Names: Robert + Lizie

Grooms Parents Names: Chris + Rachelle

Any special traditions or family situations you would like your vendors to be sensitive to? None

## Vendor Arrival Times:

Coordinator: 10am  
Photography: 12:15pm  
Videography:  
Content Creator: 12:30 pm  
Florist: 10:30 am  
Catering: 3 pm  
Bartending:  
DJ: 2 pm  
Desserts:  
Photo Booth:

7:00 am Hair and Makeup begins in the Black Walnut Cabin

Stylists and Bridesmaids Arrive  
Beauty by Studee  
Chelsea Joy Studio  
MOB and MOG arrive

Hair and Make Up Schedule:

10:00 am Venue opens + Set up Begins

DECOR ITEMS Ceremony:

- Programs set on high top outside of black ceremony doors - in basket
- Flower cones in basket (usher to hand out)
- High top communion table - linen, lace overlay, loaf of bread on small wood platter & wine glass (place red wine in glass)
- Linen Brown Welcome Sign - Place on tree down path - Rob will do this
- Grandma photo on bench?

Cocktail Outside Lawn:

- Gretchen & Tommy Sign - easel - place by entrance to path
- Photo Backdrop - place on left side of outside fireplace
- Four white escort pillars - place against middle section of glass windows
- Gift & card table (small desk we are bringing in) with lace overlay - place on path as guests arrive - large glass swan for cards, guest book + pen with 5x7 sign, gift table sign, two small glass swans, three glass candle holders with cranberry candle sticks
- Wood Flute Table - placed on right side of fireplace. One table lamp, memory photo frames, one medium glass swan and one small glass swan
- Bar - bar facing courtyard has two terracotta jugs and brown fabric draping off. Other bar outside has two terracotta jugs. Bar inside has one jug and swan plant. Each bar has menu & signature drink signs. There are also two small swans you can place around bars.
- One high top table with linen and lace overlay by photo back drop. 1 table lamp. Please take the linen and lace from the ceremony table.
- App table - 8ft with green velvet linen.

Cocktail Inside:

- Candles in vases - varying sizes on top of fireplace
- Cocktail tables - 1 with ivory linen and lace overlay with table lamp
- W&C two chairs + sidetable need to be by the green plant wall and not in the hallway
- Buffet tables (2 8ft) with taupe linen. L shaped against wall.
- Bathroom basket (womans only) - swan wicker with supplies.



family nearby for family moment

- 1:50 pm      Bride + Groom First Look (Tap on Shoulder)  
vows to follow, in front of photo backdrop (if lighting not good, go to path)
- 2:15 pm      Wedding Party + Family Rehearsal  
Immediately After Rehearsal, Tell Groomsmen to head to Glass Cabin
- 2:50 pm      Wedding Party Photos  
Groomsmen First in Glass Cabin  
Bridesmaids in Grass area across the street  
Full Wedding Party in Grass area across the street  
Champagne tower in cocktail hour area in front of backdrop  
(Cocktail Table, Linen, Champagne Tower, and 2 bottle Champagne)
- 3:00 pm      All details set for guest arrival
- 3:30 pm      Ceremony sound equipment set up and ready for sound check  
Officiant + DJ + Readers (MOG)
- 3:40 pm      Family Photos  
Start with Brides Side because MOG is in Sound Check.
- 4:00 pm      Earliest guest arrival
- 4:00 pm      Ushers Begin Seating Guests  
Programs: Yes, Ushers to pass them out  
Ceremony Prelude Music Begins
- 4:00 pm      Wedding Party Hides in Suites + Sign Marriage License  
Moment of Prayer
- 4:30 pm      Ceremony  
**Processional Order:**  
Officiant: Kristen (already at the front)  
Grandparents:  
Mary Jo + Tom + Rylan (Usher)  
Tommy + Chris + Rachelle  
Tommy + Lizie  
  
Wedding Party:  
Summer + Matthew  
Meara + Brett  
Hanah + James

Lily + Zach  
Molly + Matt  
Flower Girl: Daphne with Teddy

Bride + Rob

**Ceremony Music:**

Parents Processional: Build My Life / Jesus Messiah - Violin  
Wedding Party Processional: Topanga Canyon  
Bride Processional: Je Te Laisseria  
Unity: Extravagant Live Acoustic  
Recessional: Always Been You

**Announcements:**

Before: No Phones  
After: None

First + Second Row Reserved  
Unity: Communion  
Readers - MOG

- 5:00 pm      Cocktail hour  
No Receiving Line  
Cocktail Hour Music Ready (Saxophone at the end of the path)  
Appetizer service begins (Stationed)  
Bustle - 10
- 5:00 pm      Extended Family Photo  
congregate at backside of venue
- 6:30 pm      Guests seated for dinner
- 6:40 pm      Grand March  
Wedding Party already on the dance floor on the edges - mixed up  
Bride and groom run out for a dance party  
Saxophone plays during grand march  
Song: I cant take my eyes off you
- 6:43 pm      Welcome by Lizie (MOB) and Prayer by Grandpa Tom
- 6:45 pm      Dinner Service  
Service Type: Buffet (BABAS CATERING)  
Wine Pour: None  
Champagne Pour: None
- 7:20 pm      Announcement to Grab a Drink - Speeches Soon

7:30 pm	Speeches Order: Molly (MOH), Matt (BM), Rob (FOB) Thank you by the Newlyweds  Desserts put out during speeches Announcements: Desserts are outside
7:50 pm	Cake Cutting Outside in front of backdrop
7:50 pm	Break for Desserts Cold stone ice cream sandwiches, cookies, brownies, chocolate covered strawberries (Aunt setting up) Kenzie get cake set up. Then cut bottom tier and put plates on dessert table.
8:00 pm	Golden Hour Photos Sunset: 8:49pm
8:20 pm	Special Dances First Dance: Conversations in the Dark Father Daughter: Forever Now Mother Son: My Wish
8:30 pm	Open dance floor
9:15 pm	Photography coverage ends
10:40 pm	Last Dance Last Call: 10:15pm Bar Close: 10:30pm  Breakdown Complete and Ready to be Loaded into Vehicles at this time.
10:45 pm	Music ends + Confetti Poppers
11:00 pm	Guests fully departed, clean up only
12:00 am	Vendor Tear Down Complete + Venue Closes