



Timeline
Primary
Alex + Nick
September 5th, 2026

FRIDAY, SEPTEMBER 4TH

TBD	Rehearsal
TBD	Grooms Dinner Sign Marriage License

SATURDAY, SEPTEMBER 5TH

Wedding Day Details

Guest Count:

Number of Bridesmaids: 6

Number of Groomsmen: 6

Number of Personal Attendants:

Number of Ushers:

Brides Parents Names:

Grooms Parents Names:

Any special traditions or family situations you would like your vendors to be sensitive to?

Vendor Arrivals

Coordinator:
Photography:
Second Shooter:
Videography:
Florist:
Catering:
Bartending:
DJ:
Desserts:

Menu Selections

Hosted Bar:
Bar Menu Selections:
- Brown low balls and Brown Champagne Glasses from Carmen for Signatures

Appetizer Selections:
- Passed: Bruschetta, BBQ Meatballs
- Station: Charcuterie board (2x),

Dinner Service Style: Plated
Dinner Selections:
- Beef Brisket
- Caprese Chicken
- Wild Rice (Vegan)

Wine Pour: None
Champagne Pour: None

Dessert Service Style: Buffet
Dessert Selections:
- Chocolate Mousse Shooters (Hey There Cupcake)
- 2 tiered cake (Fake on bottom)
- Cake tower (14 coups)

Catering Items Preset on Table:
Water Service: Catering
Late Night Snack:

9:00 am Venue opens for setup
Rental and Decor Delivery:

Ceremony

Arch: Florist - Organic Broken Arch
Aisle Decor: Maybe meadows down the aisle (if they can be repurposed to the reception tables)
Unity Table: None
Back of Aisle Decor: None
Signage: Green Welcome Sign with Floral Arrangement under - Kenzie to send
Program: Yes - Kenzie to mock up
Music: DJ
Flowers Repurposed to: Meadows to reception tables
Post-Ceremony Cocktail:
-Batch drinks ready to serve?
-Small bar set up

-4 cocktail tables

Cocktail Area

Cocktail Tables: Florist - Floral frogs.

Linens and Ties: None - Catalyst tables don't need linen

Bar Decor:

-Florist - Kenzie come up with a few signs

-Bar Menu: Maybe leather, maybe clipboard, maybe wood (Mallory to send ideas)

-Napkins: Alex will order?

Appetizer Table: Charcuterie table, and passed options

Maybe grey Catalyst Signs from Kenzie

Mirror maybe by the bar

Guest Experience Items: (Kenzie to think of something)

Guest Seating:

Music: DJ

Photo booth: Yes, Kenzie will bring. Maybe Catalyst signs with initials as backdrop?

Lobby:

Welcome Table: Wood table in lobby

Card Box: Kenzie black glass

Memorial Frames: Kenzie to get frames

Guest Book + Pen: Artifact Uprising (Alex handling)

Favors?

Seating Chart: I just bought these little domes and I think we could make these so cute with some of your colored flowers! This would go in the lobby. Maybe DD provides some moss to make this a moment!

Reception

Linens: Taupe velvet from Kenzie

Guest Tables Centerpieces: Florist - Log meadow arrangements with candles

Table Numbers: Tossing around ideas on velvet

Head Table: Variety of same centerpieces - no linen

Dessert Table: Table with Champagne glasses of cake and cocktail table for cutting cake.

Place settings

- Name Cards: Sent a couple options - Handwritten squiggle look.
- Menu: None
- Plates: Catering
- Silverware: Catering
- Water Goblets: Brown Wine Glasses from Carmen
- Chargers: None
- Napkins: Brown Velvet - Urquid Linens

Late Night Snack:

Dance Floor Props:

Dance Floor: Probably

Hanging Install: Greenery from DD

9:00 am

Bridal Suite Opens

Stylists and Bridesmaids Arrive

Hair and Make Up Schedule:

12:00 pm

Groomsmen arrive to venue

12:00 pm	Lunch for Wedding Party
1:00 pm	Hair and makeup complete
1:00 pm	Getting Ready Photos in Robes/Jammies

Dressed and Ready

Father of the Bride: 2pm

Bride: 1:30pm

Matron of Honor: 1:20pm

Bridesmaids: 1:20pm

Groom + Groomsmen: 12:45pm

Parents of the Groom: 1:15pm

1:00 pm	Grooms Portraits Getting Dressed 10 mins before
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1:20 pm	Grooms Party Photos (Individual)
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1:30 pm	Grooms Family Photos (Individual)
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1:40 pm	Bridal Portraits Putting Dress on 10 mins before Bridesmaids put on dresses during this time
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1:40 pm	Wedding Party + Family Rehearsal
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2:00 pm	Bridesmaids First Look
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2:10 pm	Father Daughter First Look
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2:20 pm	Bridal Party Photos (Individual)
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2:30 pm	Ceremony sound equipment set up and ready for sound check Officiant + DJ + Readers
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2:40 pm	Brides Family Photos (Individual)
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2:45 pm Earliest guest arrival

3:00 pm Wedding Party Hides

3:00 pm Ushers Begin Seating Guests
Programs:
Ceremony Prelude Music Begins

Shuttle Arrival
Departs Hotel: 3pm
Arrival to Ceremony: 3:10pm

3:30 pm Ceremony
Processional Order:
Officiant:
Grandparents:
Groom:
Parents:
Wedding Party:
Flower Girl + Ring Bearer:
Bride +

Ceremony Music:
Parents Processional:
Wedding Party Processional:
Bride Processional:
Unity: None
Recessional:

Announcements:
Before:
After:

First Row Reserved for:
Unity:
Readers:

4:00 pm Champagne Toast with All Guest
Guests stay at ceremony sight for a quick toast, sign marriage license, and champagne
High Cocktail Table to sign on, Marriage License, Florals
Champagne + Display

4:20 pm Immediate Family Photos

4:20 pm Cocktail hour
Cocktail Hour Music Ready
Appetizer service begins
Bustle

4:30 pm	Full Wedding Party Photos
4:45 pm	Couples Portraits
5:40 pm	Guests seated for dinner
5:50 pm	Grand March Order: Song:
5:55 pm	Welcome by the DJ
6:00 pm	Dinner Service Service Type: Wine Pour: Champagne Pour:
6:40 pm	Cake Cutting
6:50 pm	Speeches Order: Thank you by the Newlyweds: Desserts put out during speeches
7:20 pm	Golden Hour Photos Sunset: 7:45pm
7:20 pm	Break for Desserts + Tear down tables for dance floor
7:45 pm	Special Dances First Dance: Father Daughter: Mother Son:
8:00 pm	Open dance floor Anniversary Dance: Bouquet Toss: Sparkler photo:

9:00 pm Late night snack

Shuttles
10pm + 11pm

11:00 pm Last Dance
Last Call: 10:30pm
Bar Close: 10:45pm

Breakdown Complete and Ready to be Loaded into Vehicles at this time.

11:15 pm Guests Depart

12:00 am Vendor Tear Down Complete + Venue Closes