



Timeline
Catering and Dessert
Amanda & Stevie's Wedding
July 3rd, 2019

TUESDAY, JULY 2ND

9:00 am - 6:00 pm

Milk Bar Truffle Delivered via Fed-ex to Nicole's - MUST BE PUT IN REFRIDERATION OR FREEZER

WEDNESDAY, JULY 3RD

Getting Ready:

Bride Location:

Moon's Lake House
700 Crescent Avenue
Saratoga Springs, NY

Groom Location:

Holiday Inn Saratoga
232 Broadway,
Saratoga Springs, NY 12866
Until 11:45

Elks Club
10 Hamilton St, Ballston Spa, NY 12020
Phone: (518) 885-1149
Beginning at noon

8:00 am

Venue open for set up

1:30 pm

Linens and tables set for florist

2:00 pm

Ceremony

St. Mary's Church
St Mary's Church, 167 Milton Ave, Ballston Spa, NY 12020

SHUTTLE HOLDS OUTSIDE

3:40 pm Refreshments ready for Bridal Party and Family during pictures
Location: Back Room of Casino
20 people

3:45 - 4:00 pm Bride checks on Details with Sarah/Refreshments in back room
Carousel and canfield grounds

Rain Plan: Canfield Casino

4:00 - 4:15 pm Couples Shots walking to carousel/ at carousel

4:15 - 4:45 pm Bridal Party and Immediate Family meet for photo's at carousel
Cathy, Tim, Mar, Big Boy

4:40 pm All Cocktail hour details set for Guest arrival
Would appreciate band being loaded in and sound checked by this time if possible
Speaker for cocktail hour set up - iPad given to Erin

4:45 - 5:15 pm Bride and Groom walking back to casino from carousel

Cocktail Hour and Reception Decor

Tech

iphone/pad with playlist and Aux jack

Welcome Sign

Location: outside of Side Steps

Bitters bar:

Victorian Books
Bitters and syrups
Dried fruits and chili's
Speared Blackberry's
mint
Straws
tongs
signs

Roulette table:

- Escort cards and black holders
- Escort card sign
- card box
- Card box sign
- bud vases

The Desk:

- Guest book
 - pen
 - card box
 - Card box sign
- bud vases

Welcome bag table:

Bag sign
bags
left over cards
spite and malice sign near cards

Right side Bookcase "in memorium":

Groom Family Pictures
vintage books
bud vases

Left side Bookcase "in Memorium":

Bride Family Pictures
vintage books
bud vases

Bar:

4 specialty cocktail signs with vintage books at both ends and middle
Example wine bottles with each cocktail sign set
Specialty Cocktail napkins - black please give pink ones to passing

Food Stations:

Specialty Cocktail Napkins - black please give pink ones to passing
Food indicators sign
peach runner for stationary apps

Give to Kitchen:

Pink Beverage Napkins
To-go boxes

Bathrooms:

Convenience trays
Paper towels and trays(back up needed)
Shuttle signs

5:00 pm

Cocktail Hour

Canfield Casino, 1 E Congress St, Saratoga Springs, NY 12866

5:30 pm

Vendor Buffet Out in back room

Vendor Count: 22

5:50 pm

All final Reception Decor Set Up

Reception Decor

Table Top:

Florals and candles done by florist

Black silverware

napkins

Menu Place cards

Table numbers

table number stands

Peach runner for head table - talk to amanda about how to do this.

Rescue Flats:

Flats

drawers

Sign

Parfait Bar:

Sign

Cake Table:

Cake with marble cake stand - florist to style

gray runner

MOVE CARD BOX TO CAKE TABLE

5:55 pm

Doors to Ballroom open - Band Playing

Music Notes: Big Band a la "Moon light serenade" or "Mack the Knife" or "Lovley"

Staff to invite guests in personally

Bride, Groom and Bridal Party retreat for further photo's

6:00 pm

Reception and Dinner

6:00 - 6:10 pm

Guests Enter/Orders Confirmed

6:10 pm

Band Asks all to sit -Bridal Party Introductions

Sarah on hand to direct traffic and grab bride's bouquet - Family and Bridal party to line in front of stage

Song: Dance to the music - Sly and the family Stone

Order:

- Parents of The Groom - Steve and Mary Karboski (Car -Bowski)
- Parents of the Bride - Tim and Cathy Batson
- Ring Bearers and Flower Girl - Wyatt, Jameson and Eleanor Lueth (Looth)

Bridesmaids and Groomsmen

- Kate Wilkinson escorted by groomsman Christopher Harter
- Carla Nemiroff escorted by groomsman Marcus Harter
- Bridesmaid Nicole Fisher escorted by Groomsman Anthony LaPolla
- Bridesmaid Joanne Pluff escorted by Groomsman Patrick McGrath
- Bridesman Jeffrey Davies escorted by groomsman Jeff Champlain (Champlin)
- Maid of Honor Cerina Silvestro escorted by Groomsman Greg Caloia (Ca-loy-ah)
- Man of Honor Josh Gregory and Groomsman Will Pluff
- Maid of Honor Melissa Firlit escorted by Best man Andrew Fisher

Bride and Groom Song; This will be (an everlasting love) - starting as close to horn part as possible!- transition to first dance when bride and groom reach center of floor

introduced as: Mr. Stephen Karboski and Mrs. Amanda O'Callaghan Karboski

Directly into first Dance

Song: To Make you Feel my love - A la "Adelle"

Directly into "shut up and Dance" - walk on the moon

Band to encourage everyone to get up and dance

Directly into 10 minute Dance Set

Salad and bread to be Placed during dance set

Captain to Alert coordinator when last salad placed

6:30 pm

Band invites all to sit down for Grace

Grace by Father Joe

Intro'd by Band

Directly into Toast and Speech Set

Intro'd by Band: Pease encourage people to enjoy their salads while this happens

- 1.) Best man Andrew Fisher
- 2.) Maid of Honor Melissa Firlit

Salad Cleared - Dinner service begins - Bride and Groom visit tables

7:30 pm Mother/Son Dance on Sarah's cue once meals are 1/2 eaten and/or bride and groom have said hello to all tables

Into Dance set

8:45 pm Thank you by Newlyweds and Cake Cut - cake moved to center of floor if possible

Invited up by Band to cut cake

CAKE CUT IS FIRST

Song: You are the best thing - Ray la Montagne

Into Bride and Groom Speech - Mic to be available after cake cut- Bride will intro Old Time Rock and Roll - Band "interrupts" with intro after she's done speaking

Third Dance Set - Kick off with "Old time Rock and Roll" Dedicated to Mother of the Bride by Bride
Band Intro's with dedication to the Mother of Bride "Cathy Batson" with love from the Bride

Directly into Serve Pineapple cake/Parfait Bar Open/Pass Truffles

Please box un -eaten cake and leave at place setting

9:25 pm Shuttle cued and ready to begin running
To run on a loop to the 3 properties for drop off as requested until 12:05 pm

9:50 pm Dj and Afterparty set and Ready

9:55 pm Last Song
We found Love - Rihanna

10:00 pm

Reception End - Band done - DJ BLU GO!!!

• Band can breakdown at 10pm

10:15 pm

Afterparty Food Delivered

Paige

518- 587- 9652

75 Cheese burgers

30 Filet of Fish

50 McChicken Sandwich

40 6 piece nuggets

100 small fries

10:30 pm After party Food set out

11:55 pm Final Song

12:00 am After Party End

12:05 am Last shuttle run

THURSDAY, JULY 4TH

Fourth of July BBQ

700 Crescent Ave

10:00 - 11:00 am Ice Delivery Window

10:00 am Servers from Nicole's arrive
With salads and cupcakes?

11:00 am BBQ Details ready to roll

2:00 - 6:00 pm DJ Blue Spins

6:30 pm Servers from Nicole's Done