



Timeline
Master
Amanda & Stevie's Wedding
July 3rd, 2019

WEDNESDAY, JUNE 26TH

TBD Call Boat rental, Kareoke, Elks, Farmers Hardware, Cunningham Ice and McDonalds for confirmaton

SUNDAY, JUNE 30TH

12:00 pm Arrive in Saratoga for grocery and Bj's Shopping

TBD Swing by Elks, McDonalds to Pay and Finalize order
Paige: Cell

TBD Place Orders for platters and Meaghan's 4th of July Birthday Cake

4:00 pm Check in to Moon's Lake House
Unpack and distribute groceries/boxes

8:30 pm Dinner out for Nicole's B-day/Andy and Nicole's Anniversary
Location: Salt and char
6 people
2 wagyu caps reserved

MONDAY, JULY 1ST

9:00 - 11:00 am Hotel bag Assembly
Bags
Raffia
Prosecco
Welcome Card
Shuttle assignments
Paper Clips
decks of cards

9:12 am Cerina's Flight Lands
Albany Airport
Flight # Untied 1421

11:30 am Steve and Andy pick up boat - small safety class

12:00 - 8:00 pm Boat Rental
Salvi Aquatic Boat Rentals
Lee's Trailer Park
1-866-538-9370 Ext 703
Lee's Trailer Park, Saratoga Springs, NY 12866
1464 NY-9P, Saratoga Springs, NY 12866

8:00 pm Birthday BBQ for Nicole at Moon's

TUESDAY, JULY 2ND

9:00 am - 2:00 pm Load into Canfield Casino can begin if not booked

9:00 am - 6:00 pm Milk Bar Truffle Delivered via Fed-ex to Nicole's - MUST BE PUT IN REFRIDERATION OR FREEZER

9:00 - 10:00 am Ice delivery for Kegs
Cunninghams

10:00 am - 12:00 pm Welcome Bag Drop Off
Hoilday Inn: 44
Hilton: 18
Hilton Garden Inn: 8
Air B and B's/rehearsal/reception: 30

11:30 am Amy Virginia's ride departs for pick up
Who: Josh

12:00 pm Tap counter and Kegs delivered
Susanne: 718-908-6544
Andy is in charge of this!

12:00 pm Amy Virginia Train Arrives

2:30 pm Must evacuate Canfield

3:00 pm Depart for Rehearsal
Bring: Mini Speaker and marriage license
Steve's overnight items - tux, etc.

3:30 pm Ceremony Rehearsal
Location: St. Mary's Church

5:00 pm Steve Checks into Holiday Inn
Location: Holiday Inn

5:00 pm Decor items dropped and set up at The Parting Glass
Front door sign
Side door Sign
Escort Chart
Black Sandwich Board for outside
Koozy table sign
Vintage Playing cards
Gifts
Place Cards

6:00 pm Rehearsal Dinner
Location: The Parting Glass

7:00 pm Speeches
Amy and Stevie Thank you and Gifts

8:00 - 10:00 pm Bubbles, Beers and Bites
Location: The Party Glass

Speeches

1.) Josh
3.) Jeff Champlin

Into Rattlin Bog

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

Amanda Cell: 917-560-1316

Sarah Cell - Venue DOC: 518-577-9606

7:30 am Hair and Make- Up Team Arrives to Moon's For Set up

7:30 am Breakfast picked up for Bridesmaids
Location: Farmers hardware

Garden Frittata, Cinnamin and Sugar apples, Lemon yogurt

Who: Joanne Pluff

Paid via amex to John

518-7910765

8:00 am Hair and Make Up begins

8:00 am Venue open for set up

9:00 am Sarah arrives at moons to pick up reception items
Tip envelopes
Print outs
Black Chalkboard welcome/shuttle sign
left over welcome bags, cards, koozies

10:00 am Sarah arrives to Canfield Casino

11:30 am Photographer/Cinema arrives to Moon's for details
Photography: Cassidy 561-889-9926
Cinema: Jamie/Mary 954-333-8519 / 617-807-0461

11:30 am Groom and Groomsmen get ready to depart
Location: Holiday Inn of Saratoga

- suits
- bags
- everything needed for the day

11:30 am Details ready for photographers
Bride Captain: Josh

- Invite suite
- Welcome box and Map
- Rings
- Dress
- Shoes
- Bouquet

11:30 am Personal Florals - including bouts delivered to Bride and Bridesmaids
Moons Lake House

11:30 am Shuttle #1 arrives at Groom's Getting Ready Location for staging
Holiday Inn Saratoga
232 Broadway, Saratoga Springs, NY 12866

Arrival Contact number: Andy - Best Man 315-341-4633

11:45 am Bout's delivered to Groom and Groomsmen
Elks Club
10 Hamilton St, Ballston Spa, NY 12020
Phone: (518) 885-1149

11:45 am Flower Girls and Ring Bearers arrive to Moon's Lake House to Get dressed/Pictures

11:45 am Shuttle #1: Groom and Groomsmen depart to Elks Club Ballston Spa
Elks Club
10 Hamilton St, Ballston Spa, NY 12020
Phone: (518) 885-1149

12:00 pm Hair and Make up Complete into touch ups

12:00 - 12:30 pm	Toast and Robe Shots with Bride and Bridesmaids
12:05 pm	Shuttle #1:Groom and Groomsmen arrive at Elks Shuttle Depart to Moon's Lake house - 700 Crescent Ave - Saratoga Springs
12:30 pm	Groom and Groomsmen Dressed into Photos
12:30 - 12:45 pm	Bride and Bridesmaids Get Dressed into Portraits Helpers: 1.) Mother 2.) Melissa and Cerina
12:45 pm	2nd Shooter arrives at Groom's Getting Ready Location Elks Club 10 Hamilton St, Ballston Spa, NY 12020 Phone: (518) 885-1149
12:45 - 1:30 pm	Bride and Bridesmaid Portraits
1:00 pm	AVB, Flower girls and Ring Bearers Depart to Church for Practice With Amy Virginia Bring: Programs, Bouts, rose for grandma, rings - give to Andy Vows Candles copies of readings
1:00 pm	Band Arrives to Canfield Casino for set up 2 separate circuits Will provide cocktail hour speaker Erin: 917-893-2173
TBD	Lighting Designer arrives

- 1:00 pm Shuttle #2: departs Holiday inn with VIP Family to Elks Club
Tim
Big Boy
Dud + John
Ashly and Joe
Jackie
Bonney and Alix
Aunt Peggy/Unlce Larry
Dor
Elle
Joanne and Frank
- 1:15 pm Shuttle #1: arrives to Moon's Lake House for Bride and Bridesmaids Pick up
Moons Lake House
700 Crescent Ave
Saratoga Springs, NY

Shuttle signs to be given to driver
- 1:30 pm Linens and tables set for florist
- 1:30 - 1:45 pm Flower girls and Ring Bearers Practice
With Amy Virginia
- 1:30 pm All Ceremony Details Set
Details:
Candles for the dead
taper candles

Vows
Prayer of the faithful
Reading Copies at the podium

Gift Givers
Doris, El, Donna
Peggy and Larry

Who's reading
1.) Jackie
2.) Alex

Prayer of the Faithful
1.) Bonnie
2.) Ashley
- 1:30 pm Shuttle #1: Bride and Bridesmaids depart for St. Mary's in shuttle
St. Mary's
167 Milton Ave, Ballston Spa, NY 12020

- 1:45 pm Groom and Groomsmen head to church
- 1:55 pm Shuttle #1: Bride and Bridesmaids arrive to St. Mary's
SHUTTLE WAIT OUTSIDE OF CHURCH DURING CEREMONY
- Bride will hold in shuttle until processional
- 1:55 pm Processional Line Up Begins

2:00 pm

Ceremony

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

SHUTTLE HOLDS OUTSIDE

Processional

Grandmother of the groom Doris Gosch - Escorted by Chris during prelude:

1.) Groomsmen walk down the side and take their pews

- Chris (inside pew first)
- Marcus
- Anthony
- Pat
- Jeff
- Greg
- Will

Cue Song: Oh Magnum Mysterium - Lauridsen

2.) Steve, Andy and Father Joe Enter

Music Begins

3.) Parents of The Groom:

Steve and Mary Karboski

4.) Young People

- Molly, Quinn, Annie
- Wyatt, Elly, Jameson

5.) Brides people:

- Kate
- Carla
- Nicole
- Joanne
- Cerina Escorted by Jeff
- Melissa With Josh

9.) Parents of the bride - Cathy and Tim Enter and then part at first pew to wait for bride

10.) Bride with Parents - Cathy Batson and Tim Batson

Recessional

Song: Let the River Run - Carly Simon

Bridal party and **Family** Loops around for church photo's

Family:

Mary and Steve Karboski

Gram

Cathy and Tim Batson

Tia and Kids

Hannah and Macy Depart to Pick up Cold Salads from casino and take to Moon's

Church Photo Shot List

- Bride, groom, Cathy, Tim Batson
- Bride, Groom, Cathy, Tim, Tia, Wyatt, Jamie, Ella
- Bride, Groom, Tia, Wyatt, Jamie
- Bride, groom, Cathy, Tim Batson, Peggy and Larry Nichols
- Bride Groom, Peggy and Larry
- Bride, Groom, Cathy, Tim, Mary, Big Boy
- Bride, Groom, Mary, Big Boy
- Bride, Groom, Mary, Big Boy, Gram
- Bride, Groom, Mary, Big Boy, Gram, Elle, Dud, John,
- Bride, Groom, Mary, Big Boy, Joanne, Frank
- Entire Bridal Party with children
- Remove children

Bridal Party DONE and released to shuttle

3:30 pm	Shuttle #1: Bridal Party Depart's to Canfield Casino in Shuttle Canfield Casino 1 E Congress St, Saratoga Springs, NY 12866
3:30 pm	Shuttle #2: Departs to Holiday Inn and Then Canfield Casino
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
3:50 pm	Shuttle #1: Bridal Party Arrives to Canfield Casino in shuttle Shuttle Departs to Hilton Garden Inn 125 S Broadway, Saratoga Springs, NY 12866

4:00 pm Macy and Hannah Depart with cupcakes and salads in Amy's SUV
Return in SUV

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

4:25 pm Shuttle #1: departs Hilton Garden Inn for Saratoga Hilton
12 Passengers max DO NOT WAIT PAST 4:30 pm head to Saratoga Hilton to fill up

4:35 pm Shuttle #2: Departs Holiday Inn - NO LATER THAN THIS
To drop off at Congress park Gate
Then on to Saratoga Hilton

4:40 pm Shuttle #2 Drops off at gate of Congress Park and head directly to The
Saratoga Hilton
Hilton: 534 Broadway, Saratoga Springs, NY 12866

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 pm Shuttle #1 Departs Saratoga Hilton
Fill up to capacity - let who ever is still there know that there is another bus right behind
you!
Depart to Gate of Congress Park
Once Dropped at Congress park - head to Holiday Inn

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

4:50 pm Shuttle #2 Departs Hilton for drop off at gate of Congress park
Once Dropped at Congress Gate Shuttle Departs for Holiday Inn Pick up

4:55 pm Shuttle #1 and Shuttle #2 Depart Holiday Inn for drop off at the Casino
Please tell Guests left that another shuttle is right behind you

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: Please 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

TBD After Party DJ arrives
Blu: 347-223-3222

9:00 pm Glow wands go out to dance floor
Sarah - please pull the plastic tabs out before bringing them out and turn on

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