



SAMPLE WEDDING DAY TIMELINE



HOUSTON SOIRÉE

est | WEDDING PLANNER | 2021



HI THERE!

THANKS SO MUCH FOR
DOWNLOADING OUR STRESS-
FREE WEDDING DAY TIMELINE!
I AM SO EXCITED FOR YOU TO
GET YOUR HANDS ON THIS
GUIDE. I HOPE THAT THIS WILL
HELP YOU GET STARTED ON
PLANNING YOUR SPECIAL DAY!

SHOULD YOU NEED HELP WITH
ANYTHING, FEEL FREE TO
REACH OUT TO US ANYTIME. I
CAN'T WAIT TO CONNECT WITH
YOU AGAIN SOON!

- Christine T.



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YOUR WEDDING DAY TIMELINE IS ONE OF THE MOST IMPORTANT DETAIL TO HAVE AND IT MUST BE CAREFULLY PLANNED FROM SET-UP TO BREAKDOWN. WORKING WITH DIFFERENT PLANNERS AND COORDINATING VARIOUS EVENTS, I HAVE LEARNED THROUGHOUT THE INDUSTRY THAT THE MORE DETAILS, TIME, AND EFFORT YOU PUT INTO YOUR EVENT TIMELINE THE MORE SUCCESSFUL YOUR EVENT WILL BE. A WEDDING TIMELINE CAN MAKE OR BREAK YOUR WEDDING DAY AND IT'S AN IMPORTANT TOOL FOR ALL OF YOUR VENDORS TO REFER TO THROUGHOUT YOUR EVENT. AS A PLANNER, OUR TIMELINE IS OUR HOLY BIBLE, AND WITHOUT THIS CAREFULLY CRAFTED TIMELINE, ALL OF OUR EVENTS WOULD BE IN SHAMBLES!

FOR THAT REASON, I'VE PROVIDED FREE ACCESS TO A COMPREHENSIVE LIST OF TRADITIONAL WEDDING TIMELINE ITEMS THAT COULD HELP YOU GET STARTED. THIS TEMPLATE IS SOMETHING THAT I PERSONALLY USED AS A ROUGH DRAFT WHEN STARTING EVENTS FOR ALL MY CLIENTS. FEEL FREE TO ADD, EDIT, AND REMOVE LINES SO THAT YOU CAN CUSTOMIZE AND CATER TO YOUR OWN WEDDING DAY AGENDA. WHILE THIS IS NOT A COMPLETE LIST AND DOESN'T INCLUDE A COMPREHENSIVE PHOTO LIST, THE ORDER OF CEREMONY, SONG SELECTION, AND MORE, THIS IS A PERFECT GUIDE AND WILL DEFINITELY HELP YOU GET STARTED ON PLANNING!

FOR MORE TIPS, WEDDING GUIDANCE, AND TO BEGIN PLANNING THE BIG DETAILS OF YOUR BIG DAY, CONTACT **HOUSTON SOIREE** TODAY.
I AM MORE THAN HAPPY TO HELP YOU!

-Christine



Wedding Timeline

FRIDAY, XX MONTH

- TBD - DROP OFF OUT-OF-TOWN GUEST WELCOME BOX TO HOTEL
- TBD - EARLIEST HOTEL CHECK-IN
- TBD - WEDDING COORDINATOR ARRIVES AT CEREMONY LOCATION
- TBD - WEDDING PARTY ARRIVES AT CEREMONY LOCATION
- TBD - WEDDING REHEARSAL BEGINS
- TBD - WEDDING REHEARSAL CONCLUDES
- TBD - REHEARSAL DINNER AT _____ (INCLUDE ADDRESS)
- TBD - REHEARSAL DINNER CONCLUDES

SATURDAY, XX MONTH

- TBD - VENUE OPENS FOR SET-UP
- TBD - WEDDING PARTY ARRIVE AT GETTING READY LOCATION
- TBD - HAIR & MAKEUP STYLIST ARRIVES
- TBD - WEDDING COORDINATOR ARRIVES FOR SET-UP
- TBD - RENTAL EQUIPMENT DELIVERY & SET-UP BEGINS
- TBD - TABLE SET FOR LINEN REPLACEMENT
- TBD - FLORAL DESIGNER ARRIVES FOR SET-UP
- TBD - PHOTOBOOTH ARRIVES FOR SET-UP
- TBD - CINEMATOGRAPHER COVERAGE BEGINS
- TBD - PHOTOGRAPHY COVERAGE BEGINS
- TBD - CATERING STAFF ARRIVES FOR SET-UP



TBD - CAKE DELIVERY
TBD - SPECIAL ITEM DELIVERY & VENDORS SET-UP
TBD - ENTERTAINMENT ARRIVES FOR SET-UP
TBD - HAIR & MAKEUP COMPLETE
TBD - WEDDING PARTY DRESSED & READY
TBD - FIRST LOOK
TBD - BRIDE & BRIDESMAIDS DEPARTURE FOR THE CEREMONY LOCATION
TBD - GROOM & GROOMSMEN DEPARTURE FOR THE CEREMONY LOCATION
TBD - CEREMONY ENTERTAINMENT ARRIVES FOR SET-UP
TBD - CEREMONY & RECEPTION DETAIL SET
TBD - EARLIEST GUEST ARRIVAL
TBD - CEREMONY BEGINS
TBD - CEREMONY CONCLUDES
TBD - FAMILY PHOTOS
TBD - COCKTAIL HOUR BEGINS
TBD - RECEPTION BEGINS
TBD - GUEST SEATED FOR DINNER
TBD - WEDDING PARTY INTRODUCTION
TBD - FIRST DANCE
TBD - FATHER/DAUGHTER DANCE
TBD - MOTHER/SON DANCE
TBD - WELCOME SPEECH, TOAST, AND PRAYER
TBD - DINNER SERVICE BEGINS
TBD - CAKE CUTTING
TBD - OPEN DANCE FLOOR
TBD - BOUQUET TOSS/ GARTER TOSS
TBD - LAST CALL
TBD - LAST DANCE
TBD - NEWLYWED SENDOFF
TBD - BREAKDOWN & CLEANUP BEGINS



SUNDAY, XX MONTH

TBD - LATE CHECK-OUT

TBD - POST-WEDDING BRUNCH BEGINS

TBD - POST-WEDDING BRUNCH CONCLUDE

TBD - OUT-OF-TOWN GUEST DEPARTURE

TBD - HONEYMOON

Pro-Tip:

ONCE YOUR WEDDING DAY TIMELINE IS FINALIZED BE SURE TO GIVE IT TO ALL OF YOUR VENDORS, INCLUDING YOUR CATERER, PHOTOGRAPHER, VIDEOGRAPHER, MUSICIANS, HAIR & MAKEUP ARTIST, AND MORE, AS WELL AS YOUR WEDDING PARTY THE WEEK OF THE WEDDING. THAT WAY, EVERYONE KNOWS WHERE THEY ARE SUPPOSED TO BE AND WHEN. BE SURE TO EMAIL THE TIMELINE TO YOUR VENDORS A FEW DAYS TO A WEEK BEFORE YOUR WEDDING, AND HAVE PRINTED COPIES OF YOUR TIMELINE ON HAND. ON THE DAY OF YOUR WEDDING, YOUR WEDDING PLANNER OR EVENT MANAGER SHOULD BE THE "KEEPER OF THE TIMELINE," MAKING SURE THINGS ARE RUNNING SMOOTHLY.

