

Wedding Timeline Template - 5:00PM Ceremony Start Time

Name of Happy Couple

Venue Name

Wedding Date

Couples Contact Numbers

Day of Coordinator/Planner Name and Contact Number

9:00 AM – Couple & Coordinator Arrive at Venue

9:00 AM - Venue available for Set-Up

10:00 AM - Hair & Makeup for the bridal party

1:30 PM to 4:00 PM - Getting ready pictures with Photographer/ First Look

3:30 PM - Set Up Done (ceremony site, cocktail reception site & dinner reception site)

4:00 PM - DJ to play music at the ceremony site as guests arrive

4:30 PM – Appointed Greeter(s)/Coordinator – greets guests (manage sign-in table/gifts and cards.

4:50 PM – DJ welcomes guests & asks guests to be seated

5:00 PM –Ceremony Begins (based on a 20–30-minute ceremony)

5:30 PM – 6:30 PM Cocktail Reception/Bar Opens

5:30 PM to 6:30 PM – Couple & Wedding Party & Family Photos

6:30 PM – Bustle Dress (if needed) & bride hair/makeup Touch Ups (if needed)

6:30 PM – Dinner Reception Opens for Guest Seating

6:45 PM – Grand Entrance

7:00 PM - Champagne Toasts

7:20 PM – Blessing (optional)

7:25 PM – Dinner Service Begins

8:15 PM – Cake Cutting

8:20 PM - Coffee/Tea Station Opens

8:25 PM – Bouquet Toss (optional)

8:30 PM – Garter Toss (optional)

8:35 PM – Dancing Begins

10:15 PM - Last Call at Bar

10:30 PM - Bar Closes

11:50 PM - Last Dance

12:00 AM - Wedding Ends/Guests Depart

12:00 AM-1:00 AM Tear Down

Wedding Day Vendors List, Contact Info. & Arrival Time

Venue:

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Day of Coordinator:

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Photographer:

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DJ/Musician

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Videographer:

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Florist:

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Cake/Dessert

-

SPECIAL REQUESTS:

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EXAMPLE of what the couple is providing: Candles & Votives, Guest Book, Polaroid Camera & Film, Tape, Pens, Cake Topper, Cake Stand, Marriage License, Cake Cutting Utensils, Signage, Bridal Party Gifts, Seating Chart, Table Numbers, Reserved Seating for Ceremony, Ring Pillow, Rings, Flower Girl Basket, Dessert Table set up, Sweetheart Table decor, Vendor Tip Envelopes for the Coordinator to pass out.

Happy Planning and enjoy your wedding day steps.