

Schedule for a Hotel Wedding

Even when a seasoned professional is handling every detail, you still need to have a schedule. It structures the timing and flow of your event, ensures that all parties involved are informed of their responsibilities, and helps you keep track of any outside items you are bringing in. (Don't worry: Yours doesn't have to be as "pretty" as the ones I've included here. Just make sure everything is crystal clear.)

THE WEDDING OF
Jessica Sterrick and Michael Josephson
 BEVERLY HILLS HOTEL
 JULY 1, 2006

FRIDAY, JUNE 30

- 1:00 p.m.** Stage extension built in ballroom
- 4:00 p.m.** Dance floor delivered 30 x 30 by School's Out Party Rentals [contact info]
- 5:00 p.m.** Wedding rehearsal
Bridesmaids' and groomsmen's gifts brought to the hotel
- 7:00 p.m.** Rehearsal dinner

SATURDAY, JULY 1

- 8:00 a.m.** Setup begins in the ballroom
Draping of the ballroom
Lighting
Flowers
Rental company to deliver silver beaded chargers [contact info]
- Event planner arrives—to bring: Menus, cocktail napkins, table numbers, seating cards, programs, candy for tables
- 10:00 a.m.** Tables and hotel chairs to be set
Crew arrives to put on chair covers and tie sashes—Resources Unlimited [contact info]
Pick up dress at boutique
- 11:00 a.m.** Hair and makeup arrive at hotel (hair: Sara, contact info; makeup: George, contact info)
- 12:00 p.m.** Florist to set up moss place card table in foyer
Lunch delivered to room

Hair and Makeup Schedule

	Hair (Sara)	Makeup (George)
11:00 a.m.	Laura	Mom
12:00 p.m.	Mom	Laura
1:00 p.m.	Jessica	
2:00 p.m.		Jessica

- 1:00 p.m.** Dresser arrives at hotel
- 1:30 p.m.** Bridesmaids ready but not dressed
- 1:45 p.m.** Photographer (contact info) and videographer (contact info) arrive
Getting-ready pictures begin
Videographer to set up ceremony sound
- 2:00 p.m.** Groomsmen arrive ready but not dressed
- 3:30 p.m.** Pictures begin
Jessica and bridesmaids
Michael and groomsmen
- 4:00 p.m.** Wedding cake delivered
Photo-op! Jessica and Michael to see each other for the first time
Deejay to arrive for setup
- 4:30 p.m.** Extended-family pictures begin
- 5:00 p.m.** Family pictures
Pictures with flower girl and ring bearer
Table placed under canopy—use Resources Unlimited ivory linen
- 5:30 p.m.** Pictures complete
Jessica to go back to room to freshen up

If the stage is too small for your band, you can build it out.

Specialty chargers usually come from a party supply company. The site supplied the rest of the china.

These were all specialty items we had personalized.

A "dresser" specializes in dressing the bride, bustling the gown, and dealing with any wardrobe malfunctions that arise (for the entire bridal party). She's like an emergency kit in a person, so it's a really nice splurge if you have the wiggle room. Sometimes you can hire a bridal salon's alteration person to fulfill this role.

See page 97 for possible shot lists to give to your photographer.

If the ceremony and reception are in the same space, I like to hand out the reception seating cards before the ceremony—it's easier than trying to get guests' attention once the wedding is underway. (With dual spaces, you can set up a table at the entrance to the reception, where everyone will see it.)

- 6:15 p.m.** Prelude music begins
10-piece wind/string orchestra and flugelhorn—classical
- 6:30 p.m.** Ceremony invitation time
→ Wedding planners to assist guests with seating cards
- 6:50 p.m.** Wedding planner to line up bridal party
- 7:00 p.m.** Ceremony begins
- Prelude: "Air on G String"
- Officiant
- Grandparents of the Groom
- Grandparents of the Bride
- Best man Joe Josephson
- Groom Michael escorted by his parents, Mary and John Josephson
- Groomsmen:
- Rodney
- Daniel
- Aaron
- Yossi
- Diego
- Brandon
- Chris
- David
- Bridesmaids:
- Melissa
- Stacy
- Alli
- Candace
- Dee
- Patricia
- Michelle
- Amy
- Maid of Honor Laura
- Ring bearer Jonathan
- Flower girls:
- Danielle
- Rosie
- Bride's procession: "Life Is Beautiful"
- Bride Jessica escorted by her parents, Lisa and David Sterrick
- Recessional: "Book of Days"
- Postrecessional: "All You Need Is Love"
- 7:30 p.m.** Cocktail hour
- Cocktail music is playing—solo pianist
- Tray pass cocktails and hors d'oeuvres
- Dresser to bustle Jessica's dress
- Vendor buffet meal set up in Oak Room

- 8:30 p.m.** Guests invited into the ballroom
Music is playing
- 8:50 p.m.** Grand entrance and first dance
Song: "A Whole New World"
Introduced as Jessica and Michael Josephson
- Midson, emcee to invite
Parents
Bridal Party
Then all guests
Then 4 dance songs
- 9:10 p.m.** Guests invited to be seated
Welcome by Lisa and David Sterrick
- 9:20 p.m.** First course served
- 9:45 p.m.** Dance set
- 10:05 p.m.** Second course served
- 10:20 p.m.** Best man toast—Joe
Maid of honor toast—Laura
- 10:30 p.m.** Dance set
- 10:50 p.m.** Entrée served
- 11:20 p.m.** Father/daughter dance
Song: "Somewhere Out There"
Midson, emcee to invite
Mary and Michael
Then all guests
Followed by high-energy dance set
- 11:55 p.m.** Dessert served
Followed by cake cutting
Jessica and Michael to say something
- 12:05 a.m.** Dancing continues
Bouquet and garter toss
Warm chocolate chip cookies served w/shots of milk
- 12:30 a.m.** Band ends or overtime ←
- 2:30 a.m.** Strike
Linens
Lighting
Florals
Fabric
Touch of Style to pick up chargers

SUNDAY, JULY 2

- 8:00 a.m.** Dance floor removed
- 9:00 a.m.** Stage extension removed
- 10:00 a.m.** Brunch in the Sunset Room

Time to decide whether to have the band go into overtime—it can really add up—or call it a night. If the dance floor is full, it might be worth your while, but if only a few people are still going strong, it's better to end on a high note.