

Frank Nguyen & Ashleigh Fong

Timeline & Event Details

Date

Saturday August 3, 2024

Location(s)

Getting Ready & Tea Ceremony: Embassy Suites by Hilton Milpitas Silicon Valley | 901 E Calaveras Blvd, Milpitas, CA 95053

Banquet Reception: HL Peninsula Milpitas | 136 Ranch Dr, Milpitas, CA 95035

Summary Timeline

Tea Ceremony

10:00 AM HMU done

10:30 AM First look with Ashleigh & parents

11:00 AM Guests arrive for tea ceremony

11:20 AM Tea ceremony begins with entrance of Groom's family

Gift exchange

Guests are seated

11:25 AM Bridal entrance with parents

11:30 AM Family introductions

11:40 AM Gifts are opened

Frank gives Ashleigh flowers

Ring exchange by parents

11:55 AM Tea is poured

12:15 PM Family pictures

12:45 PM Lunch

2:00 PM Door games

Reception

5:00 PM Guests arrive for cocktail hour

5:50 PM Grand entrance

5:55 PM First Dance

6:00 PM Mother Son Dance

6:05 PM Welcome Speech

6:10 PM Lion dance

6:30 PM Dinner is served

6:45 PM Toasts

7:05 PM Table visit

7:55 PM Champagne Tower

8:00 PM Open dancing begins

10:55 PM Last dance

11:00 PM Reception ends

12:00 AM Vendors out

Timeline Details

Start	End	Event	Notes																																													
AM		Bride and BMs staying at hotel night before Frank & all GMS staying at hotel night before GMs can drop off some decor in bridal suite at venue when restaurant opens 9:30 - 10:00 AM	All decor for tea ceremony done night before by bridal party																																													
5:15 AM	9:30 AM	HMU Done by 9:30 AM	<table><tr><th>Time</th><th>Kathryn</th><th>Chantelle</th><th>Alex</th><th>Sable</th></tr><tr><td>5:15am</td><td>set up</td><td>set up</td><td></td><td>set up</td></tr><tr><td>5:30am</td><td>Hair - Allison</td><td>Hair - Cindy</td><td>set up</td><td>MU - Ellen</td></tr><tr><td>6:15am</td><td>Hair - Irlanda</td><td>Hair - Ellen</td><td>MU - Cindy</td><td>MU - Frances</td></tr><tr><td>7:00am</td><td>Hair - Frances</td><td>Hair - Victoria</td><td>MU - Allison</td><td>MU - Joelle</td></tr><tr><td>7:45am</td><td>bridal makeup</td><td>bridal hair</td><td>MU - Irlanda</td><td>Hair - Joelle</td></tr><tr><td>8:30am</td><td>bridal makeup</td><td>bridal hair</td><td>MU - Victoria</td><td>Hair - Elaine (MOB)</td></tr><tr><td>9:15am</td><td>buffer</td><td>buffer</td><td>buffer</td><td>buffer</td></tr><tr><td>9:30am</td><td>done</td><td>done</td><td>done</td><td>done</td></tr></table>	Time	Kathryn	Chantelle	Alex	Sable	5:15am	set up	set up		set up	5:30am	Hair - Allison	Hair - Cindy	set up	MU - Ellen	6:15am	Hair - Irlanda	Hair - Ellen	MU - Cindy	MU - Frances	7:00am	Hair - Frances	Hair - Victoria	MU - Allison	MU - Joelle	7:45am	bridal makeup	bridal hair	MU - Irlanda	Hair - Joelle	8:30am	bridal makeup	bridal hair	MU - Victoria	Hair - Elaine (MOB)	9:15am	buffer	buffer	buffer	buffer	9:30am	done	done	done	done
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9:00 AM		GM picking up Flowers, Coffee & Food	Leave flowers with Frank, GM will bring Ash's parent's flowers to bridal suite																																													
10:30 AM		Frank & GMs get ready in vietnamese outfits																																														
10:00 AM		Videographer coverage starts (2 videographers, 10 hrs with gap in service)	Photo/video for first outfits																																													
10:30 AM	10:35 AM	First look with Ashleigh & parents Photographer coverage starts (2 photographers, 8 hrs with gap in service)	Give personal flowers to Parents Give rings to Frank's parents																																													
11:00 AM		Guests arrive for tea ceremony Wedding party distributes pins Frank's fam & BMs & GMs greet everyone Ash waits with parents in bridal suite until entrance.																																														
11:15 AM		Groom's family goes outside to parking lot Bride's family waits outside by the Cedar Conference Room																																														
11:20 AM		Groom's family enters hotel into conference Room	Videographer to record Nguyen family entering in																																													
		GM and BM line up for gift exchange (GM give to BM) outside conference room and all come inside ballroom to put on long tables																																														

		<p>Families enter ballroom (no one will be inside ballroom yet. BMs GMs enter in first)</p> <p>Families get seated. Tea ceremony participants sit down, Frank's side on the right table, Ashleigh's side on the left table.</p>	Let Ashleigh know when to come down with parents
11:25 AM		Bride & Parents enter ballroom	First look for guests
11:30 AM		Frank & Ash join and stand in front together (in between family tables)	
11:30 AM	11:40 AM	<p>Formal Introductions Groom's family (Represented by Uncle Cuong) Bride's family (Represented by Auntie Lillian)</p>	Videographer David will mic Uncle Cuong and Auntie Lillian to record audio
11:40 AM	11:55 AM	<p>Rings with mam qua and will be exchanged first before opening the rest of the gifts</p> <p>Open gifts</p> <p>Frank gives flowers to Ash that he's holding</p> <p>Bride's parents give Groom's ring and vice versa, and will be officiating. Make sure parents have rings from beginning of event.(deprecate))</p>	(Events in this time frame may go in a different order fyi)
11:55 AM	12:15 PM	<p>Tea is poured by BMs at the Tea Ceremony sitting area (corner of conference room)</p> <p>Groom's family first Bride's family</p> <p>Order (Amy calling out):</p> <p>Frank's Grandma Frank's Parents Khanh & Thuy Han Cuong Luong & Tammi Hang Dung Nguyen & Hien Duong Tuan Nguyen Luong & Khieu Ly Mai Bui</p>	BMs will collect envelopes and help with putting on jewelry if needed.

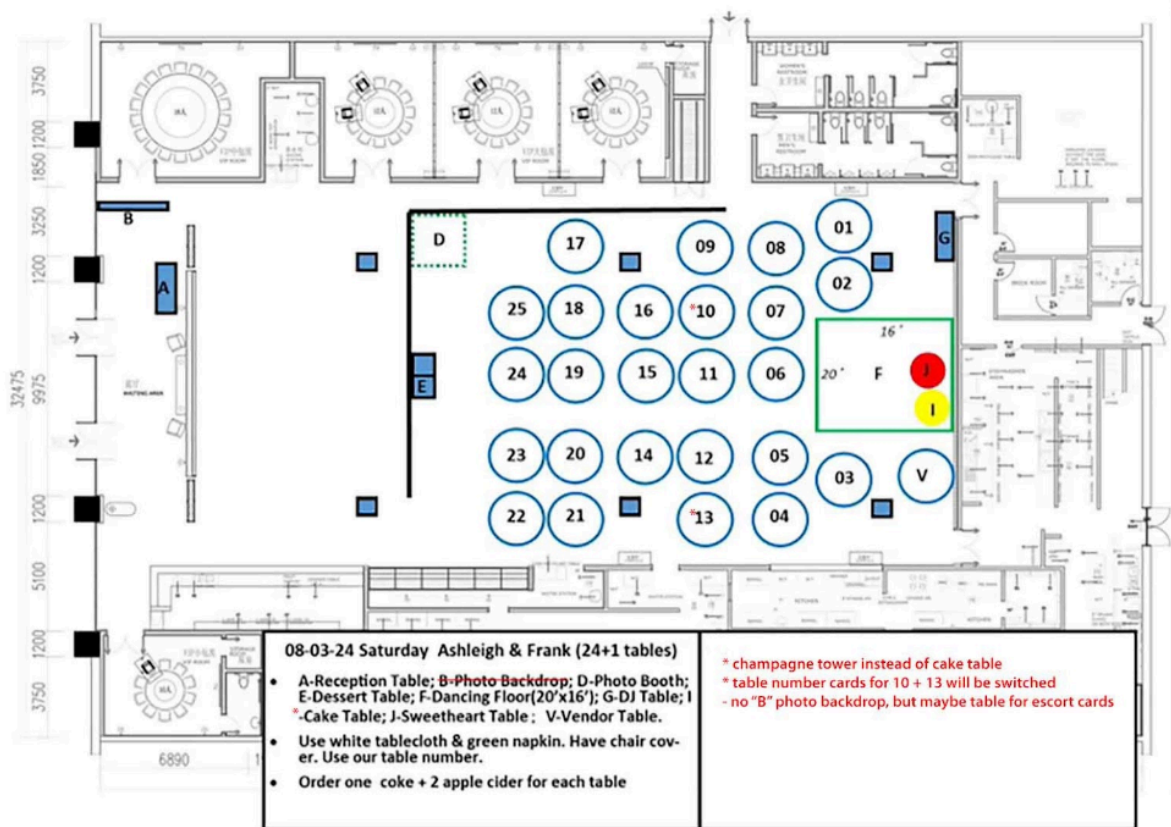
		Wilmer & Elaine Fong Norman Fong Dexter Fong Ray Ng, Trina Park, Christy Lau Glenn & Lillian Fong	
12:15 PM	12:45 PM	Family pictures	Cindy (BM) will help call names
12:45 PM	1:30 PM	Lunch Family can continue eating until 1:50 <i>Remind family members that reception starts at 5:00pm at HL and that they are free to go and do whatever they'd like till then.</i>	Last pieces of decor hand off to Coordinator (GM) GM will pack up and transport flower centerpieces when we all go to banquet
1:30 PM	1:50 PM	Wedding party changes Photography - details flat lay & rings etc	Photo and video will be at both rooms (Groomsmen and Bridesmaids)
1:50 PM		Bridesmaids get ready for door games in bridal suite. Groomsmen move tea ceremony decor to hotel rooms	BM set up laptop live stream for Ash and screen record
2:00 PM	2:30 PM	Door Games in bridal suite	Frank to earn first look to see Ashleigh
2:00 PM		Coordinator heads to venue for decor set up	
2:30 PM	3:00 PM	Wedding Party Photos after door games at hotel (no family just BMs and GMs)	
2:30 PM		Venue is open for set up Big Day service arrives for set up DJ arrives for set up President Rentals (Dance floor) arrives between 2:30-3 to be done with set up at 4:45	Entrance & Sweetheart table area are open for set up at 2:30 Tables will not ready for set up until 4:00
3:00 PM		Videographer gap in services Photographer gap in services	
3:00 PM	3:30 PM	Break for wedding party	
3:30 PM		Wedding party leaves for Venue	
3:00 PM		Coordinator and assistant starts set up	Reserved tables, not reserved seats.

		<p>Table decor for 26 tables (favors, menus, mirror round, bud vase, table number/holder, soft drinks, alcohol)</p> <p>Welcome tables (playing cards, escort cards, card box, welcome sign)</p> <p>Champagne tower</p> <p>Dessert table (cookies on trays with sign placards)</p> <p>Batch Cocktail dispensers (2 batch cocktails, 2 bar mats, cocktail cups, napkins, sparkling water, 3 cocktail signs)</p> <p>Chair covers (supplied by B & G)</p>	<p>Restaurant sets up linens and napkins</p> <p>Wedding party can help with any final touches and applying chair covers</p> <p>Other Notes No menus for table 4 (kids table and will be served different food) Table 13 and Table 10 will have table numbers switched (see our color coded floor plan for which table gets what number) Table 18 needs an extra table setting. Can take it from Table 16 (only 9 ppl), which is next to 18.</p>
4pm		Wedding party arrives at HL Peninsula	
5:00 PM	5:45 PM	<p>Guests arrive</p> <p>Cocktail hour begins</p> <p>A&F pictures with guests at sweetheart table backdrop</p> <p>Videography coverage continues</p> <p>Photography coverage continues</p>	Coordinator will refill batch cocktails with ice and mixed drinks
5:40 PM		Lion dancers arrive	Will text/coordinator upon arrival
5:45 PM	5:50 PM	DJ announces guests to sit down	<p>Make sure card box is secured</p> <p>BM's bustle Ash's dress</p>
5:50 PM	5:55 PM	<p>Grand entrance</p> <p>Parents of the Groom</p> <p>Parents of the Bride</p> <p>Bridesmaids</p> <p>Groomsmen</p> <p>A&F</p>	<p>Parents sit down after entering</p> <p>Wedding party enters, goes to dance floor, waits and cheers for A&F</p> <p>A&F enter and meet in middle of wedding party</p> <p>Wedding party sit down</p> <p>A&F get ready for dance</p>
5:55 PM	6:00 PM	First Dance	
6:00 PM		Photobooth arrives by this time for set up to be ready at 7pm	

6:00 PM	6:05 PM	Mother Son Dance	
6:05 PM	6:10 PM	Welcome Speech by A&F	
6:10 PM	6:25 PM	Lion Dance	DJ Mike will ask kids to come up closer and warn guests that it'll get loud Wedding party will bring up red envelopes and pass to kids
6:30 PM	6:45 PM	Dinner is served Vendor meals	
6:45 PM	7:05 PM	Toasts FOB FOG MOH Best Man Que Best Man Julian	Frank changes to Chinese jacket after toasts, before Table Visits
7:00 PM	10:00 PM	Photobooth opens	
7:05 PM	7:55 PM	Table visits - A&F - MOH, 2 BM, Cindy - Parents (Quick cheers)	Order of visits: - Ash's side - Frank's side - Friends tables last
7:55 PM	8:00 PM	Champagne pour (in lieu of cake cutting)	Champagne partially poured beforehand (André). Have 1 champagne bottle ready for pouring (Tsarine).
8:00 PM		Open dancing begins	DJ will make disclaimer that music and dancing will get wild
8:30 PM		Photography + Videography coverage ends	
9:00 PM		Coordinator starts personal decor clean up	Guests can take home florals and table numbers A&F keep everything else
10:00 PM		Photobooth closes	
10:55 PM		Last dance	
11:00 PM		Guests out	GM will move decor to cars
12:00 AM		Vendors have no set time for clean up but will say 12am	

Contacts

Vendor	Business Name	Contact	Phone	Email	IG
Coordinator	Girly Pop Bride	Amy Shannon & Sarah Touy	5103004393	girlypopbride@gmail.com	girlypopbride
Photographer	Arianna Maddox Photography	Arianna Maddox (& 2nd shooter Jan)		ariannamaddoxphotography@gmail.com	ariannamaddoxphoto
Videographer	Honey & Light Studio	Chrystal Irene & David		info@chrystalirene.com davidquachxp@gmail.com	honeyandlight.studio
DeeJay	MVMNT DJs	Mathew Catalan (Owner) Mike Nguyen (Actual DJ)	530 219 0609 (Mathew)	events@mvmntdjs.com	mvmntdjs
Decorator	Big Day Service	Celia Yu		info@bigdayservice.com	bigdayservice
Photo Booth	Snap Box	Rikki D. Dy-Liacco Paul (operator)	415 547 0162 (Rikki) 650 392 4554 (Paul)	hello@snapboxsf.com	snapboxsf
Hair + Makeup	Bay Area Beautiful	Kathryn Kairouz	925 781 7681		bayareabeautiful
Dance Floor	President Party Rental			info@presidentrentalsf.com	
Lion Dance	LionDanceMe	My Yang		weflyhigh@liondance.me.com	LionDanceME
Restaurant	HL Peninsula Milpitas	YiMing Chen	415 463 9487		hlpeninsula
Hotel	Embassy Suites - Milpitas	Taissa Christino		taissa.christino@hilton.com	
Floral	Urban Flora	Van Nguyen	408 581 6644	uflora.co@gmail.com	urbanflora.co





gray = vendor table
gold = ash's side
green = frank's side
black = friends