

WEDDING WEEKEND ITINERARY

This is a document we will send to your VIPs 1-2 weeks prior to the wedding. Please fill it out in detail to best inform all your key players of the important dates/times for your wedding weekend!



Couple's Name

Wedding Location(s):

Ceremony Venue Name:

Address

Phone Number

Wedding Day Manager / Cell

Reception Venue Name:

Address

Phone Number

Wedding Day Manager / Cell

Hotel(s):

Hotel Name

Address

Phone Number

Hotel Name

Address

Phone Number

Hotel Name

Address

Phone Number

Wedding Event Manager:

Name

Phone Number

Email

Day of Week, Date

Day of Week, Date

REHEARSAL

- Time:
- Location: (name and address)-
- Dress Code: what the couple is wearing

- Tips: parking, traffic flows, etc.

REHEARSAL DINNER

- Time:
- Location: (name and address)
- Dress Code: what the couple is wearing
- Tips: parking, traffic flows, etc.

WELCOME PARTY

- Time:
- Location: (name and address)
- Dress Code: what the couple is wearing
- Tips: parking, traffic flows, etc.

Day of the Week, Date

Partner 1 + WP

_HAIR AND MAKEUP

**Tip for success: ask your photographer when you need to be photo-ready, then factor in any transportation that will be required to get to the venue and back up your day from there, so you know when to start and stop beauty appointments.*

- Time: start and end time
- Location: (name and address)
- Food options:
- Schedule:

Hair/Makeup	Time	Stylist Name / Makeup	Time

Partner 2 + WP

_HAIR AND MAKEUP

**Tip for success: ask your photographer when you need to be photo-ready, then factor in any transportation that will be required to get to the venue and back up your day from there, so you know when to start and stop beauty appointments.*

- Time: start and end time

- Location: (name and address)
- Food options:
- Schedule:

Hair/Makeup	Time	Stylist Name / Makeup	Time

LUNCH

- Departure time from hotel:
- Mode of Transportation:
- Arrival time at the restaurant:
- Location: name and address
- Restaurant departure time:
- Dress Code: what groom is wearing
- Tips: parking, traffic flow, cash only etc.

ARRIVE AT VENUE

- Departure time from hotel:
- Mode of Transportation:
- Arrival time at Venue:

OFFICIANT, RING BEARER & FLOWER GIRL

Arrive to venue dressed and ready at __: __pm

FAMILY

Unless in pre-ceremony photos, please simply arrive as guests do. Remain by altar after the ceremony for family photos.

GENERAL WEDDING DAY TIMELINE *note, this will ebb and flow. Your planner will fill out this portion based on the final timeline.

TIME: ALL of the wedding party is dressed and ready to go

TIME: Couple is dressed

TIME: Bride/Groom First Look

TIME: WP Photos

TIME: All Wedding Party Photos

TIME: Shuttle pick up begins at Hotel

TIME: Immediate Family Photo, tuck couple away

TIME: Pre-Ceremony Cocktail Beings

TIME: Ceremony

TIME: Cocktail Hour for Guests (Family photos)

TIME: Grand Entrance of couple

TIME: Dinner

TIME: Toasts, cake, first dances

TIME: Early departure Shuttle available

Day of the Week, Date

BRUNCH

- Time:
- Location: (name and address)
- Dress Code: what the couple is wearing
- Tips: parking, traffic flows, etc.