

DIY Package Day of Contacts & Timeline (Wedding Party)

It most Helpful to post this timeline in bridal suite and behind both bars. Give to assistants and coordinator.

Caterer

Name: _____ Phone _____

Arrival: _____

Photographer

Name: _____ Phone _____

Arrival: _____

Dessert

Name: _____ Phone _____

Arrival: _____ Refrigeration? _____

DJ/Band

Name: _____ Phone _____

Arrival: _____

Parking Lot Attendants

Name/s: _____

Bride Arrival: _____

Groom Arrival: _____

Parents Arrival: _____

Ceremony Time: _____

Dinner Time: _____

Dance Time: _____

Table Décor Description: _____ **Arrival** _____

Dessert Area: _____

Other: (ex. Tent arrival, additional equipment rental, shuttle bus and arrival, florist, and decor)

Helpful Supply List

Ice, kegs and soda for mixed drinks.

Extra coolers for cans of beer and extra ice (Important during hot weather)

Wine cups, Solo Cups, Stir Sticks and Cocktail Napkins

Corkscrew, Cutlery (for cake cutting), Plates and Napkins (for dessert)

Soda for free serve, Coffee, Bottled Water and water cooler

Coffee Maker

Creamer and sugar for coffee

Small cups for water coolers

Bar towels, extra paper towels, disinfectant spray (ex. 409) garbage bags 40 – 50 gallon

Additional Power Cords

Yard Games

Step ladder

Mosquito spray

Firewood

Umbrellas

Onsite kit – Scissors, Duck Tape, Staple gun, Needle & Thread, Safety Pins, String, Rope, Bandages, Lighters, Kleenex, sunscreen, asprin etc.

*All equipment, tables, chairs must be returned to building of origination. Tables and Chairs DO NOT need to be folded up.

*All waste must be in receptacles and receptacles under the cover of buildings due to weather conditions.

* No parking on street per chisago county permits.

* Keep driveway and service road to reception barn free of parked vehicles. Vendors need to move throughout the day and eve and first responders need through way. Once one car is parked, 10 more will park in the same manner and then it's a constant battle to clear the drive. The grass and yard are good spots for temporary parking.