

DIY Package Day of Contacts & Timeline (Wedding Party)

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** _____

Ceremony Area: _____

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

Supplies

Ice, kegs and soda for mixed drinks.

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

Soda for free serve, Coffee, Bottled Water and 3 Gallon Water Jugs for water cooler.

Coffee Maker.

Creamer and sugar for coffee.

Small cups for water cooler.

Wine cups, Solo Cups, Coffee Cups and Cocktail Napkins.

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

Bar towels, extra paper towels, extra garbage bags 40 – 50 gallon bags.

Additional Power Cords

Yard Games

Firewood

Smore fixings, roasting sticks, sterno cans if using the smore bar.

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

All equipment, tables, chairs must be returned to building of origination.

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