

WEDDING EVENT RUN SHEET

EVENT DATE: _____ VENUE: _____ COORDINATOR: _____

TIME	ACTIVITY	LOCATION	LEAD PERSON	KEY DETAILS / NOTES
08:00 AM	Vendor Load-in	Main Hall	Site Manager	Floral and catering setup begins
10:00 AM	Hair & Makeup	Bridal Suite	Lead Stylist	Mothers and Bridesmaids arrival
01:30 PM	Photographer Arrival	Garden / Suite	Lead Photo	Detail shots and getting ready poses
03:30 PM	First Look	Courtyard	Wedding Party	Private moment; keep guests cleared
04:30 PM	Guest Arrival	Ceremony Lawn	Ushers	Soft background music starts
05:00 PM	Ceremony Starts	Ceremony Lawn	Officiant	Processional order: A, B, C...
05:45 PM	Cocktail Hour	East Terrace	Catering Lead	Passed hors d'oeuvres and open bar

TIME	ACTIVITY	LOCATION	LEAD PERSON	KEY DETAILS / NOTES
07:00 PM	Grand Entrance	Grand Ballroom	DJ / MC	Announcement of Newlyweds
07:30 PM	Dinner Service	Grand Ballroom	Kitchen Staff	Seated multi-course service
08:45 PM	Toasts & Cake	Reception Area	Best Man / Maid	Champagne poured for all guests
09:30 PM	Open Dancing	Dance Floor	DJ	High energy set begins
11:30 PM	Grand Exit	Front Entrance	Coordinator	Sparkler send-off prep at 11:20 PM