



## WEEKEND TIMELINE

N & R

September 4<sup>th</sup> – 6<sup>th</sup> 2020

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### LOCATIONS:

#### **September 4, 2020**

##### **Rehearsal Dinner**

Spring Creek Farm House  
562 Spring Creek Rd,  
Hepworth, Ontario

#### **September 5, 2020**

##### **Ceremony**

Spring Creek Farm Gardens  
562 Spring Creek Rd,  
Hepworth, Ontario

#### **September 5, 2020**

##### **Reception**

Spring Creek Barn  
562 Spring Creek Rd,  
Hepworth, Ontario

#### **September 6, 2020**

##### **Farewell Brunch**

June Motel  
11 Sauble Falls Pkwy,  
Sauble Beach, ON

### Friday 09.04.2020 - Rehearsal Dinner

9:00am	Keys available for barn to begin set up Tables and chairs set up by bridal party
12:00pm	Lunch for bridesmaids Gun range for groomsmen
2:00pm	Bride get mani/pedi
3:00pm	Bridesmaids decorate farm house for rehearsal
4:00pm	Beverages delivered to bar area
5:30pm	Rehearsal ceremony in gardens
6:00pm	Rehearsal reception - entrances and quick run through
6:30pm	Cocktails at farm house
7:00pm	Catered Dinner
8:00pm	Groomsmen leave

### Saturday 09.05.2020 - Wedding Day

9:00am	Day-of coordinator sets up barn
10:00am	Breakfast for bridesmaids
10:30am	Flowers delivered and set up with coordinator
11:00am	Hair and make-up starts Photographer arrives to photograph bridesmaids
1:00pm	Day-of coordinator sets up ceremony outside
2:00pm	Bride puts on dress Groomsmen arrive on-site to dress Photographer photographs groomsmen
3:00pm	DJ arrives and sets up outside Officiant arrives to pick-up paper work and chat with bride and groom
3:30pm	Guests arriving and being seated
4:00pm	Caterer arrives and meets with day-of coordinator Bartenders arrive and set-up Processional song * <ul style="list-style-type: none"><li>• Insert order of bridal party</li></ul> Bride entrance song * Ceremony Recessional song *
4:30pm	DJ to move inside after ceremony and play music Photographs start <ul style="list-style-type: none"><li>• Family photos</li><li>• Bridesmaids photos</li><li>• Bridal party photos</li><li>• Groomsmen photos</li><li>• Couple photos</li></ul>

5:00pm	Cocktail hour inside barn Champagne, wine and beer bar Cheese/charcuterie served
5:45pm	MC announces guests to be seated MC ready to introduce entrances Bridal party entrances <ul style="list-style-type: none"> <li>• Inset order of entrance dances/handshake/etc.</li> </ul>
6:00pm	Bride & groom first entrance Welcome toast from bride & groom Start announcing dinner – 1 <sup>st</sup> course by tables
6:45pm	Dinner – 2 <sup>nd</sup> course by tables
7:45pm	Sunset photos
8:15pm	Toasts
9:00pm	Cake cutting and dessert
9:15pm	First dance Father/daughter dance Mother/son dance Open dancing
10:00pm	Late night snack arrives and served by bartenders Photographer leaves
11:45pm	Last song/last call at bar
12:00am	Break down begins

### **Sunday 09.06.20 - Farewell Brunch**

9:00am	Clear out the rest of the items at reception location
11:00am	Check out of farm house
11:30am	Brunch at June Motel (nearby location)

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## **VEILS + VOWS TO-DOs:**

- Seating chart and signage set-up
- Tablescapes set up – plates, cutlery, napkins, etc.
- Set up flowers inside barn including centre pieces
- Set up flowers and decorate arbour and ceremony area
- Set up name cards for ceremony and reception seating
- Add menus to seating
- Set up table for guest favours and add favours
- Set up cards and gifts table
- Set up desserts table
- Add cake topper to cake
- Direct caterer, bartender, DJ, etc. when they arrive
- Show bartenders where re-stock items are and water protocols
- Ensure microphone set up is available and set up in proper location for MC
- Turn on string lights just before cocktail hour
- Ensure caterer servers have cleaned up all dishes, etc.
- Ensure glass is cleared after dinner

## **NOTES:**

- DJ needs table set out at ceremony
- DJ providing microphone
- Ensure grandma has a chair beside benches
- Cake to be saved in fridge
- Pay caterers cash envelope when they arrive

## **VENDOR CONTACTS:**

- Venue – Name, Phone, Email
- Wedding Coordinator – Name, Phone, Email
- Hair – Name, Phone, Email
- Make-up artist (MUA) – Name, Phone, Email
- Photographer – Name, Phone, Email
- DJ – Name, Phone, Email
- Florist – Name, Phone, Email
- Rentals – Name, Phone, Email
- Cake/Desserts – Name, Phone, Email
- Caterer – Name, Phone, Email
- Late night snack – Name, Phone, Email
- Bartenders – Name, Phone, Email
- Officiant – Name, Phone, Email