FREE PRINTABLE

Our Wedding Day Timeline

DATE _____ CEREMONY TIME _____ VENUE _____

Time	What happens	Who	Where

Give a copy to your planner or day-of coordinator, photographer, DJ or band, caterer and the wedding party.

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Sample Timeline: 4 PM Ceremony

A 5-hour reception after a 30-minute ceremony, with a first look before the ceremony. Move every time by the same amount to fit your own ceremony time.

9:00 AM	**Hair and makeup begins**	Start with the wedding party; the couple goes last
12:30 PM	**Photographer arrives**	Details: rings, invitation, shoes, flowers
1:00 PM	**Get dressed**	
1:30 PM	**First look and couple portraits**	
2:15 PM	**Wedding party photos**	
2:45 PM	**Family photos**	Have a written list of groups
3:15 PM	**Couple out of sight**	Touch-ups, water, a snack
3:30 PM	**Guests arrive**	Ushers seat guests, prelude music
4:00 PM	**Ceremony**	About 30 minutes
4:30 PM	**Cocktail hour**	Couple joins guests
5:30 PM	**Grand entrance and first dance**	
5:45 PM	**Dinner served**	
6:30 PM	**Toasts**	Keep each one to a few minutes
6:50 PM	**Parent dances**	
7:00 PM	**Dance floor opens**	
8:00 PM	**Cake cutting**	
9:20 PM	**Last dance**	
9:30 PM	**Send-off**	Reception ends

Vendor contacts

VENDOR	NAME AND PHONE
Planner	
Venue	
Photographer	
Video	
DJ / band	
Caterer	
Florist	
Hair / makeup	
Officiant	
Transport	

Day-of point person

Name _____

Phone _____

Rules of thumb

~30 min
ceremony (a full religious service can take closer to an hour)

~1 hour
cocktail hour

~4 hours
dinner and dancing

5 to 6 hours
ceremony to send-off

Durations from The Knot. Add 15 minutes of buffer before the ceremony and travel time if you change locations.

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