



Wedding Day Logistics and Itinerary Information (Sample)

WEDDING RECEPTION

- Event: Jones / Smith Wedding
- Date / Time: 8/12/23 / 6-11 pm
- Location: Westwood Country Club / 22625 Detroit Rd / Rocky River, OH 44116

CEREMONY

- Is the Ceremony at the venue? Yes | Is there a Pre-Ceremony? 4:00 pm
- What time is the Ceremony? 4:30 pm | Will there be music for the Ceremony? Yes
 - If Yes, is music live or pre-recorded? Live: Piano
 - If Pre-Recorded, will playlists be provided? N/A
- Will sound equipment be needed? Yes

COCKTAIL HOUR

- Is there a Cocktail Hour? If yes, what time? 5:00 pm
- Cocktail hour in the reception location? Yes. In the outdoor patio.
- Live music or Playlist? Live: Sax & Guitar

BRIDAL

- Name of Bride & Groom: Linda Smith and Doug Jones
- Parents of Bride: Dennis and Jennifer Smith
- Parents of Groom: Tom and Melissa Jones
- Number of guests: 115 | Number of people for the Grand Entrance: 16
- Introduce Bride & Groom as: Mr. and Mrs. Jones

GRAND ENTRANCE

- Parents Entrance Song: Ain't No Mountain High Enough, Marvin G & Tammi T
- Live or Pre- Recorded? Pre-Recorded | Full song or a shorter version? Shorter
- Bridal Party Entrance Song: Marry You, Bruno Mars
- Live or Pre- Recorded? Pre-Recorded | Full song or a shorter version? Shorter
- Bride and Groom Entrance Song: Here Comes The Sun, Beatles
- Live or Pre- Recorded? Pre-Recorded | Full song or a shorter version? Shorter
- Welcome speech given by: Dennis Helwig (please confirm)
- Relationship to the new couple: Father of the Bride

DINNER AND TOASTS

- What time will the meal be served? 6:30 pm | Meal type: Sit down for guests | Boxed for band
- How many toasts will be done? 2
- Names and relationships/roles of people giving toasts:
Charles Fry, Best Man | Chris Smith, Maid of Honor

DANCES

- Bride and Groom first dance song: All My Life – K-Ci & JoJo
- When will first dance will be played: After the Grand Entrance
- Live or Pre-Recorded? Live | Will the whole song be danced? No
- Father/Daughter dance song: My Girl – The Temptations | When will this be played? After First Dance
- Live or Pre-Recorded? Live | Will the whole song be danced: No
- Mother/Son dance song: For Mama, Boyz II Men | When will this be played? After father/daughter dance
- Live or Pre-Recorded? Pre-recorded | Will the whole song be dance: No.

CAKE CUTTING | BOUQUET | GARTER TOSS

- Will there be a cake cutting: Yes
- When will this happen? After mother/son dance
- Will there be a bouquet toss? Maybe | Will there be a garter toss? Maybe

TIMELINE

- 11:00 am – Arrival of Perfect Choice Band to the venue
- 12:00 pm – Arrival of sound engineer to the venue
- 2:00 – Arrival of band members to the venue
- 3:00 – 3:45 Sound check start and end time
- 4:00 – Pre-Ceremony Starts
- 4:30 – Wedding Ceremony time: At the venue or at another location? Venue
- 5:00 – 6:00 - Cocktail Hour start time and end time: Live music or pre-recorded? Live: Sax and guitar
- 6:00 – Cocktail Hour End Time
- 6:10 – Grand Entrance
- 6:15 – Cake Cutting
- 6:20 – Bride & Groom first dance: All My Life
- 6:25 – Father / Daughter Dance: My Girl
- 6:30 – Mother /Son Dance: A Song For Mama – Boyz II Men
- 6:35 – Dinner is served
- 7:30 – Welcome Speech & Toasts
- 7:45 – Reception Set 1: Dance Floor Opens
- 9:00 – Break (playlist music)
- 9:30 – Reception Set 2: More dancing
- 11:00 – Reception Ends