

Wedding Day Run Sheet

Example below followed by your own template

The day before:

Time	Action	Vendor	Person Responsible	Additional Notes
9am	Blow dry for bride	Hairdresser	Bride	
	Pick up fruit breaky for bridal party			
11am	Pick up flowers for cake and drop to baker	Florist/ Baker	Friend/Family	
1pm	Boys Golf Day Tee Off	Golf Course	Groom	
1.15pm	Spa Treatments	Spa	Bride & Friend	
3pm	Bridal Party Hotel room check in	Hotel	Bridal Party	Paid in full
	Advise florist of room numbers for flower drop off	Florist	Bride	
	Leave menu/place cards and bonbonnières with hotel/reception staff	Hotel	Bride	
7.45pm	Bride having dinner with her Mum	Restaurant	Bride	

The Big Day:

Time	Action	Vendor	Details	Additional Notes
7.15am	Makeup Bridal Suite	MUA	7.15am – Bec 8.05am – Renee 8.55am – Joanne 9.45am – Teresa 10.35am – Jen 11.25am – Grace 12.10pm – Emily 12.50pm – Chloe 1.45pm – Mel	
10am	Hair – Bridal Suite	Hairdresser	10am – Renee 10.40am – Bec 11.10am – Jen 12.20pm – Mel 1.00pm – Grace 1.40pm – Chloe 2.10pm – Emily	
12.30pm – 2.00pm	Bride Photos – Bridal Suite	Photographer	Matron of honour, Dad and Mum will be in the room at various stages	
1.00pm	Stylist and Musicians arrive and set up	Stylists Musicians Hotel	* Hotel to provide extension cord for the musician * Ice buckets/water to be put out. These will be stored in the bride's suite	
1.45pm	Groomsmen are dressed (apart from cufflinks and buttonholes) and move off for photos	Photographer	* Grooms parents to meet groom for photos – Groom to give boys their presents/best man to give brides present to the groom	
2.00pm – 2.30pm	Photographers to move to Grooms photos	Photographer		
2.00pm	Ice buckets to be put at	Dad		

	ceremony location			
2.30pm	Photographers to go to ceremony location.	Photographer	Photographer to get detail shots of groom waiting, guests arriving etc	
2.30pm	Cars to collect boys from Hotel Lobby	Wedding Cars	3 Cars	
2.40pm	Ceremony music commences	Musicians		
2.50pm	Cars get girls from lobby	Wedding Cars	3 Cars	
3.00pm	Band arrives for set up	Band Hotel	Reception Room	
3.00pm	Ceremony Commences	Musicians Celebrant Photographer		
3.45pm – 4pm	Family photos	Photographer Usher to assist photographer	Eg * Parents of bride/groom * Mother of bride/groom * Dad of bride/groom * Siblings * Grandparents * Extended family	
4.00pm-4.15pm	Bridal Party Photos	Photographer		
4.15pm – 6.00pm	Photos offsite	Photographer Wedding Cars	All bridal party * 4.15-4.30 travel to lookout * 5.25-5.40pm travel back to venue * 5.40pm-6pm photos at venue	
4.30pm	Florist bump out after view and harbour photos	Florist	2hrs includes the dismantle of ceremony arch, removal of any florals	

5.30pm – 6.00pm	Drinks and Canapes for guests in reception lobby	Hotel Musicians	* Hotel to move welcome signs from ceremony to reception venue * Hotel events team to move ice buckets and left over water bottle into suite where the bride and groom are staying	
6.00pm	Reception Commences	Hotel Band	* Guests enter the ballroom and are seated * Background music to be played through the PA	
6.10pm	Bridal Party Enters Reception	Hotel MC	Family and newlyweds enter as announced	
6.15pm	Set 1 Background Music	Band		
6.20pm	Entrée Served	Hotel		
7.00pm	Main meal served	Hotel		
7.13pm- 7.20pm	Sunset Photos	Photographer	Newlyweds	
7.20pm	1 st Round Speeches	Photographer MC	Maid of honour Father of the bride Bride	
8.00pm	Dessert served	Hotel		
8.10pm	2 nd Round Speeches	Photographer MC	Mother of Bride Best Man Father of the Groom Groom	
8.50pm	Cutting cake	MC Hotel Photographer Band		
9.05pm	Newlywed first dance	MC Photographer Band		

9.10pm	Father daughter first dance	Band MC Photographer	Followed by bridal party dance then floor opens up	
10.20pm	Bouquet/Garter Toss	MC Photographer Band		
10.30pm	Reception Officially Concludes	Hotel Band Photographer Friends	Welcome sign, presents, guest book, card box to be collected and taken to friends room to be picked up following morning by newlyweds	
10.45pm	Newlyweds will leave reception	MC	MC to announce that newlyweds will meet guests in lobby when the reception ends to kick on for drinks	
10.30pm – 11.00pm	Guests enjoy the remaining 30mins of reception	Band Hotel MC Photographer	* Bar turns to cash * At 11pm MC announces guests are to leave the ballroom and proceed to the lobby to continue drinks	

