Start Time	End Time	Descripton	Notes	Person Responsible
Pre-Ceremony				
Insert Start Time here!	*Insert End Time here!*	*In this column, you should include a quick snapshot/description of what is taking place at the set time.*	*List all relevant information in the NOTES section. Details such as specific orders from vendors, what people should bring, etc. Anything your day of coordination needs to know.*	*Put the function responsible here (DJ, Caterer, Venue, etc.)*
		Pre-Ceremony activities include all activities prior to the Ceremony start including getting ready times and details, set up details and vendor arrivals.		
Ceremony Begins (*Insert Ceremony start time here*)				
		Fill in all ceremony activities here, including processional, readings, songs and recessional.		
Ceremony Ends (*Insert estimated end time for Ceremony here*)				
		If you are having a cocktail hour, photos taken after the ceremony, the marriage license signed after the ceremony, here is a good place to list those activities.		
Reception Begins *(Insert estimated start time for Reception here)*				
		Insert dinner service, toasts, cake cutting, special dances (first dance, father/daughter, mother son, etc)		

Reception Ends ***(Insert the time that the Reception officially ends for guests)***				
		Offer your day of person the details of what needs to be cleaned up and where/who it goes to. Any vendors that are picking up their gear. Where gifts are going and/or if any last payments or gratuity needs to be given.		