

TIME LINE WORKSHEET

- Bring this completed worksheet to your 60-day meeting.
- Time allowances for each item are suggestions from our own experience; we appreciate your variations to these time allowances and will discuss them with you at your 60-day meeting with us.
- Add timeline items you wish such as garter toss, flower toss, etc.
- To help facilitate your timeline highlight the items you want your DJ or Band to announce.

_____ PM **ROOM SET UP** The building is open 3 hours prior to your event for deliveries & set-up

_____ PM **KEEPING ROOM** Rental: begins 4 hrs prior to your ceremony time

_____ PM **PICTURES B4 CEREMONY**

_____ PM **CEREMONY TIME** Allow at least 30 minutes for ceremony

_____ PM **BAR OPENS** ½ hour after ceremony time.

_____ PM **HORS D'OEUVRES** Wellers' prepares to last 30-45 minutes

_____ PM **SEAT GUESTS**

- Wellers will ring dinner bell at the Seat Guest Time. This will let your photographer know that he/she has about 15 minutes left to wrap up photographs outdoors.
- Rolls may be served at tables as guests are seated at this time

_____ PM **GRAND ENTRANCE** DJ announces "Mr. & Mrs." As bride & groom enter the room

_____ PM **TOAST and PRAYER** Allow 5 minutes

_____ PM **SALADS** Serve right after toast and prayer

_____ PM **DINNER SERVICE STARTS**

- DJ **should not make an announcement** that "dinner is starting" to avoid a rush at the buffet
- B& G go through buffet first
- Usually 15- 20 min after salad is served.
- Release two tables at a time.

_____ PM **FIRST CAKE CUT**

- Usually one hour after dinner starts.
- If using gazebo, first cake cut is done indoors prior to First Dance in the gazebo.
- DJ makes an announcement "Please join us in the gazebo for the first dance after the cake is cut".

_____ PM **FIRST DANCE**

- In Gazebo _____ PM or
- In Room _____ PM

_____ AM/ PM **BAR CLOSES**

- Last call will be give 15 minutes prior to bar closing time
- Band must stop at this time; You have ½ hour to vacate building