

## Sample Time Line for Single Day Wedding

When	What	Who
8:45	Bride & Groom arrive at venue	Kelly unlock lodge
9:00	Rentals delivered	Rental company
9:30 – 1:00	Décor crew (arrange furniture, set up tables/chairs, decorate, beverages in walk in)	Bride/ groom/friends/family
9:30- 1:00	Cake and Flowers arrive	
1:00 – 2:20	Bride and bridesmaids get ready in Cabin F (#1, #2)	Bride/ bridesmaids
	Groom and groomsmen get ready in Cabin F (#3,#4)	Groom/ groomsmen
1:30	Photographer arrives at Rock Springs Ranch	
2:20	Bride & Groom meet all dressed up	
2:30	DJ arrives and begins setting up	DJ
2:30 – 3:45	Pre-wedding photos: BRIDE, GROOM AND WEDDING PARTY, FAMILY	
3:15 – 4:00	Catering set up	Catering Company
3:15	Officiate shows up – gets wired (mic check)	DJ
3:45	Guests begin to arrive – bar opens	Catering Company
	Bride goes into hiding in lodge	
	Lodge doors lock	Kelly
	Ushers begin greeting, guests drop off gifts, sign in book, find seats	Parking and greeting ushers
4:20	All people in ceremony report to lodge	Moms, flower girls, ring bearer,
4:30	DJ asks guests to find seats	DJ
	Ushers make sure everyone is seated/standing	Ushers
	Ceremony music begins	DJ
	Ceremony procession begins	In this order: Moms, bridesmaids, flower girl, bride and Dad
5:00	Ceremony ends- Bride and groom into lodge	
	Reception begins	DJ
	Drinks and apps are passed	Catering Company
5:10	Bride and Groom are announced	DJ
5:45	Dinner announcement	DJ
6:00 - 7:00	Dinner	Catering Company
6:50	Champagne passed for toasts	Catering Company
7:00	Toasts	(DJ help w/ mic)
7:45 – 8:00	Cut Cake	Bride and Groom
	Coffee provided and dessert served	Catering Company
	Dancing announcement	DJ
	First dance	DJ
	Dance party starts (continues until 10:00)	DJ
9:00	Fire started	Kelly
10:15	Last call	Catering Company
10:00	Music off	DJ
10:15	Bride & Groom depart	
By 11:00	Clean up and break down	Rental company arrives for pick up
	Put lodge back	Friends /Family
	Lock up	