



THE SPRINGS

EVENT VENUE

Hi SPRINGS bride! We envision you using this as a checklist to build your wedding day schedule. Whether DIY or hiring a DOC (Day-of-coordinator), we want your day to be stress-free & smooth!

Use a spreadsheet to build 3 columns for the time, the task, and delegation to a person or company.

Wedding Day | Set Up & Preparations

- Unload car at the venue
- Put perishables / florals in the fridge
- Decorate tables – linens, centerpieces, reserved or table numbers
- Decorate the ceremony site
- Arrange photo displays
- Arrange cake table
- Arrange sweetheart table
- Arrange guest sign in & stationery (guest seating, ceremony programs)

Wedding Day | Behind-The-Scenes | Prep

- Furniture Set Up Complete
- Bring ladder or extension cords if needed
- Hair / Make Up Arrival
- Getting Ready Photos – bridal parties in suites
- Cake Arrival & Set Up
- Photographer Arrival
- DJ Arrival & Set Up
- Videographer Arrival
- Slideshow check & run through
- Pick up alcohol order (especially for kegs)
- Florist Arrival
- Photobooth Arrival & Set Up
- Bride Make Up
- Bride Veil & Getting Dressed
- Bride Hair
- Bar Arrival
- Officiant Arrival / Mic & Sound check for ceremony (SPRINGS staff will assist)
- Adjust lighting – spotlights in rafters, specialty lights & overhead lights in hall
- Caterer Arrival
- Mic & Audio Sound Check – ceremony & reception
- Live Musician Arrival – ceremony mics & connection to built-in audio system

Wedding Day | Behind-The-Scenes | During

- Bride & Bridal Party Arrival
- Groom & Groomsmen Arrival
- Bride cell phone – delegate to someone
- Envelopes with final payments to vendors
- Put on boutonnieres & corsages, distribute bouquets
- Lunch for bridal party on wedding day
- Man the guest sign in table – collect sign in book for safe keeping
- Bridal Party Portraits
- Bride & Groom – First Look
- Other – First Looks (Parents, Bridal Party)
- If guests will be going around, who will “man” the front door or direct guests
- For processional, who will cue the bridal party to walk & “man” the iron doors
- Uncover any photos of bride portrait (with her gown) – after ceremony
- Move floral arrangements from ceremony to reception
- Run Ceremony Audio
- Run Slideshow
- Light Candles
- Bustle Gown
- Collect iPod or laptop from ceremony site if music was DIY
- Dim lights
- Sneak away for sunset or evening portraits (couple)
- Gift Table – collect cards for safe keeping & load car
- Box up leftover food & cake
- Refresh drink station – tea, water, ice
- Transportation Service Arrival
- Gratuity envelopes & distributing to vendors
- To go box / bag for bride & groom with food from caterer – load in exit car
- Load bride / groom suitcase, purse or bags into exit car

Wedding Day | Behind-The-Scenes | After

- Packing up – assign & delegate / know where items are being taken afterwards
- Clear off reception tables (trash put in receptacles)
- Clear off linens & bag – return to rental store or arrange pick up for following day
- Collect kegs & pumps for overnight & return to store
- Top tier of cake
- Collect slideshow DVD or laptop
- Collect décor from ceremony site
- Clear bridal & groom suite – final check for forgotten items
- Clear fridge – final check for forgotten items

Wedding Day | Ceremony

- Guest Arrival & Seating
- Bridal Party Line Up
- Request for no electronics / photos (optional)
- Processional
- Request / Cue for all to stand for bride
- Welcome to guests & message by officiant
- Unity candle or alternative options
- Readings / scriptures
- Additional songs or live music
- Prayer
- Vows & exchange of rings
- Charge to the couple (reminder of importance of the vows to be exchanged)
- Pronouncement of marriage
- The kiss!
- Presentation of couple
- Bride & groom... wait 5-seconds at the altar... take in the moment before you start your recessional and face guests. Give your photographer a moment to take shots, too!
- Recessional
- Sign the wedding license
- Cocktail hour for guests / slideshow & portrait time for newlyweds, family, & bridal party

Wedding Day | Reception

- Guest Seating
- Bar Opens
- Slideshow
- Grand Entry of Bridal Party & Newlyweds
- Dinner Service
- Toasts
- First Dances
- Open Floor for Dancing
- Bouquet Toss
- Garter Toss
- Games or Special Items from Emcee
- Longest Marriage Dance (who has been married the longest?)
- Thank you speech from the couple
- Dollar Dance or Cake-in-the-Face Fundraiser
- Cake Cutting
- Last Call
- Last Dance for All
- Last Dance for Bride & Groom (some do this separately in private while guests exit and prep for the send off)
- Grand Exit for Bride & Groom
- 11p – Music stops, bar closes, lights up, time for goodbyes
- 12a – All vendors & guests should be off site... time for “Happily Ever After”! :)