



W E D D I N G

Date: _____

DRAFT: WEDDING GUIDE

Vivid Expressions LLC
& BAILEY-KEEN DESIGN SERVICE

Artistic Event Design | Floral Design | Creative Solutions

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(Certified Floral Designer)

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WEDDING LOCATIONS OVERVIEW

Wedding Rehearsal

Date: _____

Rehearsal

Time: _____ pm

Location: _____

Room: _____

Address: _____

City, State: _____

Note: Rehearsal Dinner:

Time: _____ pm

Location: _____

Address: _____

City, State: _____

Wedding Ceremony

Date: _____

Time: _____ pm

Location: _____

Room: _____

Address: _____

City, State: _____

Wedding Cocktail Hour

Time: _____ pm

Location: _____

Room: _____

Address: _____

City, State: _____

Wedding Reception

Time: _____ pm

Location: _____

Room: _____

Address: _____

City, State: _____

Note: Contact Cell Phone for Janel Keen at Vivid Expressions is 757-576-3140

NAME: _____ : Vendor List

Vendor Access - Time for venue available for set-up: _____

Estimated Guest Count: _____

Venue - Ceremony

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Venue - Ceremony

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Day of Coordinator,

Service Provider	
Point of Contact	
Cell Phone	
Arrival/Set-up Time	

Officiate:

Service Provider	
Point of Contact	
Telephone	

Cake:

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Photographer:

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Videographer

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Music (DJ)

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Florist:

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Other "Specialty Vendors" - Continue on next page

Hair & Make-up:

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Transportation:

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Lighting:

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Photo Booth:

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Rentals:

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Rentals:

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

Misc:

Service Provider	
Point of Contact	
Cell Phone	
Arrival/ Special Needs	

***Child Care**

Point of Contact	
Telephone	
Arrival/Set-up Time	
Special Needs	

Assigned Vivid Expressions Team :

1. Janel Keen (Lead Coordinator – Cell 757-576-3140)
2. _____
3. _____
4. _____

Accommodations & Guest Services

Pre-rehearsal: *Date:*

***Needed prior to rehearsal day (2 weeks prior)**

Master Guest Seating Chart (which table you'd like guests) and Table # (what number you'd like to assign the tables around the room)

Rehearsal Itinerary

Time: _____

Ceremony Rehearsal _____

Location: (ROOM) _____

- Mock walkthrough
- Water station (if possible) and tissues on-site

***Vendor Payments: Remaining**

Items to bring to rehearsal (if not provided prior):

- Prelude, Processional and Recessional Music Selection
(If *not* already provided to DJ)
- Vows or Special Readings (if not already provided to Coordinator)
*Any other items for Coordinator to take possession of for Next Day Set-up. Example:
 - Cake Topper
 - Cake Knife Set
 - Escort Cards
 - Programs
 - Signage: Social Media Moment
 - Signage: Signature Drink
 - Bridal Party Room numbers Lists
 - Bridal Guides
 - Misc. -

Time	Activity
	Arrive on site - If needed
	Prepare to transition into "Rehearsal"
	Gather in the Rehearsal area
	Introductions, Expectations and Instructions
	Rehearsal and walk-throughs
	Wrap-up: last minute Q & A and End Rehearsal
	Bridal Party leaves

Note: Rehearsal Dinner is being replaced with a Welcome Party on the following Saturday.

Bridal Party Guest Room # _____

Wedding Day: Bride Dresses: _____

Wedding Day: Grooms Dresses: _____

*B*RIDE'S WEDDING DAY ITINERARY

SUGGESTED TIMELINE OVERVIEW

PLEASE NOTE: Hair and Make-up start time is tentative and subject to change depending on how many will have hair & make-up done as well as where (on or off site)

TIME	ACTIVITY
	Breakfast
	Final pampering and time with loved ones
	Bridesmaids transition -----
	Lunch (Note: May be done on-site if possible)
	Hair & Make-up (Bride and Bridesmaids) (Note: May be done on-site at Changes or at an alternative location)
	Get dress (Note: Photographer will be ready to take shots of bridal party preparing. Jewelry, veil, shoes, etc. as desired)
	Prepare and transition
	Transition to ceremony location site
	Bridal Party Line-up
	Bring Bride from staging location after groom enters room and goes down aisle
	Ceremony Commences
	Ceremony
	Ceremony ends – *Guests Transition to Cocktail Hours. Bridal Party follows lead of Photographer for photos (Vivid Expressions Staff will assist with transitions)
	Cocktail hour begins - photos
	Transition to Reception for lineup in front of Ballroom (Note: Vivid Expressions Team will be on-site to assist)
	Reception commences
	Reception
	Reception ends



GROOM'S WEDDING DAY ITINERARY

TIMELINE OVERVIEW

Suggested timeline

TIME	ACTIVITY
	Breakfast
	Time with friends & family
	Lunch (PLEASE DON'T FORGET TO EAT LUNCH!!)
	Get dress (Note: Photographer will be ready to take shots of bridal party preparing. Tying ties, drinks with the guys, etc. as desired)
	Transition to ...
	Chapel and prepare for lineup
	Transition to ceremony location site
	Bridal Party Line-up
	Ceremony Commences
	Ceremony
	Ceremony ends – *Guests Transition to Cocktail Hours. Bridal Party follows lead of Photographer for photos (Vivid Expressions Staff will assist with transitions)
	Cocktail hour begins - photos
	Transition to Reception for lineup in front of Ballroom (Note: Vivid Expressions Team will be on-site to assist)
	Reception commences
	Reception
	Reception ends

Wedding: Transportation

Bridal party's current Hotel Room or Accommodations numbers:

Bride _____	Groom _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please confirm which Cars and/or other Transportation Service will be used to transport Bridal Party Member to ceremony/reception and back from the hotel after the wedding and who will be riding in each car.

○ **Transportation Service Provider:**

Contact: _____
Telephone Number: _____
Email (if available): _____
Address: _____

● **Vehicle #1 – Driver:** _____

- _____
- _____
- _____
- _____

● **Vehicle #2 – Driver** _____

- _____
- _____
- _____
- _____

● **Vehicle #3 – Driver** _____

- _____
- _____
- _____
- _____

● **Vehicle #4 – Driver** _____

- _____
- _____
- _____
- _____

ROOM LAYOUT: CEREMONY

DETAILS: CEREMONY

ROOM LAYOUT: RECEPTION

DETAILS: RECEPTION

NAME:

Wedding: BRIDAL PARTY

Officiant

Name:

Parents of the Bride

Name:

Name:

Parents of the Groom

Name:

Name:

Bride

Name:

Groom

Name:

Maid/Matron of Honor

Name:

Maid of Honor

Name:

Bridesmaids

1 Name:

2 Name:

3 Name:

4 Name:

5 Name:

6 Name:

7 Name:

8 Name:

Flower Girl

Name:

Best Man

Name:

Groomsmen

1 Name:

2 Name:

3 Name:

4 Name:

5 Name:

6 Name:

7 Name:

8 Name:

Ring Bearer

Name:

Ushers

Name:

Name:

*P*rocessional Line up

- Parents of Groom take their seat
- Officiate and groom take their place at the altar.
-

Entrance line-up

Bridesmaids Lineup

(First to last)

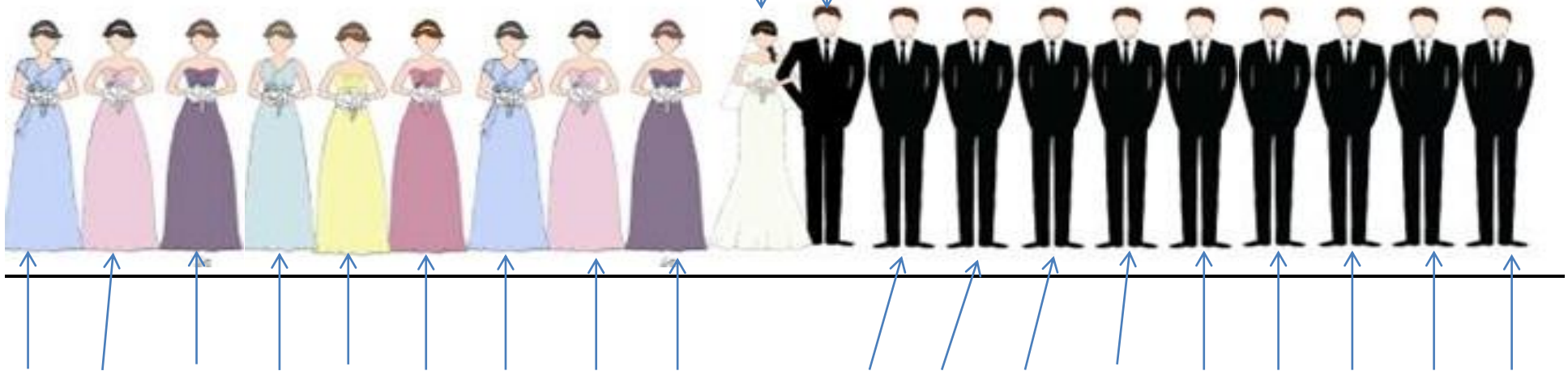
- 1 Name:
- 2 Name:
- 3 Name:
- 4 Name:
- 5 Name:
- 6 Name:
- 7 Name:
- 8 Name:
- 9 Name:

Groomsmen Lineup

(First to last)

BRIDAL PARTY: ALTER LINE-UP

BRIDE & GROOM



WEDDING SEQUENCE

Prelude

(Musical Selections –

Processional

Entrance of the Groom

Groom takes his place at alter by Officiate: with Groomsmen or Groomsmen escort Bridesmaids?
(Musical Selection -

Bridal Processional

(Musical Selection -

- Bridesmaids
- Jr Bridesmaid
- Ring Bearer
- Girl flower

Bride enters

(Musical Selection -

Welcome & Commencement of the Ceremony

- Officiate welcomes guest
- Prayer
- Guests seated
- Mother gives Bride away
- Pledge and Charge (to couple and guests)

The Reading

The Exchange of Vows

Other rituals

The Exchange of Rings

(Held by Best Man and Maid of Honor)

“The Kiss”

“Introduction of Mr. & Mrs. ”

Recessional

(Lead by Bride and Grooms and followed by Bridal Party)
(Musical Selection -


Notes:

NAME: _____ Wedding Vendors _____

Date: _____

Set-up Access:

Sequence of Event

	Activities
	Prelude Music Plays
	Guests begin to arrive
	Seating of Guest
	(Music transition)
	Parents of the Groom & Groomsmen
	(Processional Music)
	Groom takes his place march
	Bridesmaid march
	Jr BM, RB, FG march
	(Music Transition)
	Bride & Mother of the Bride Entrance
	Officate will welcome and acknowledge the purpose today
	Exchange Vows
	Exchange Rings
	Kiss
	Introduction
	Recessional

***PLEASE NOTE:**

Special Guest Amenities:

Wedding: Transition **Date:** _____

Sequence of Event

Time	Activities
	Ballroom Doors Open/Guests directed to find their seats
	Last of the Guests directed to find their seats
	Bridal Party Line up
	Grand Entrance <ul style="list-style-type: none"> • Parents of the Bride: • Mother of the Groom: Bridal Party Music (Song: " Bridesmaid Groomsmen ") 1 Name: 2 Name: 3 Name: 4 Name: 5 Name: 6 Name: 7 Name: 8 Name: Bride & Groom "Introduction of Mr. and Mrs. _____" (Song will continue for couple: " _____ ")
	DJ/MC Announces Bridal Party to be seated and that the Bride & Groom will have their First Dance (Song: "_____")
	Mother-Father Dance (Song: " _____ ")
	Mother-Son Dance (Song: " _____ ")
	DJ Facilitates transition to Blessing & Dinner Service
	Blessing – by _____
	Dinner Service (Dinner – DJ Refer to the Music List)
	Dancing
	Toasts & Acknowledgements (Best Man and Maid of Honor)
	Bride & Groom "thank you"
	Dancing
	(Coordinator Confirm w/Banquet Staff they are ready for Cake Cutting – DJ makes announcement)
	Cake Cutting
	Coordinator Staff - Gather Cake Serving Set/Toasting Glasses (if provided by Bride & Groom) & Guest Books
	Dancing
	DJ Facilitates - Bouquet Toss (Song: " _____ ")
	Open Dance Floor to dancing and activities until end of evening
	*Coordinator Staff Assists - Loads Gift for transportation
	*Banquet/Coordinator Staff - Wrap up Cake Top for Bridal Couple
	Reception ends: Bride & Groom Departure (Possible: " _____ ")
	Direct Guests to say "good bye"
	Breakdown Begins

***Subject to change:**

Menu & Dining

Dinning Style: Buffet Plated, Stations, Cocktail, etc.

Table Dinner Options:
Head table or Sweet Table

Couple's preferences:

- Appetizers

- ---

- Entrees

- ---

- Sides

- ---

- Alcohol Service: Open, Closed, Set hours, etc.

- Kids Menus

- Vendor Meals: Box, Buffett, Plated, etc.

- ---

Guest seating tables and place/menu cards

Table Number	Guest Names
Table 1	
Table 2	
Table 3	
Table 4	

Table 5	
Table 6	
Table 7	
Table 8	

Table 9	
Table 10	
Table 11	
Table 12	

Table 13

Table 14

Table 15

Table 16

Table 17

Table 18

Table 19

Table 20

Table 21

Table 22

Table 23

Table 24

Table 25	
Table 26	

**** See room outlay diagram (may be in another attachment)***