

## **Vendors/Contacts**

### **VENUE - Sertoma Club**

CJ McFarland / 317-340-4502 (text or call)

### **DECOR RENTALS (larger items) - Violet Vintage - Arriving ~8:30am**

DELIVERY: SATURDAY 10/5 8:30am-12:30pm + PICK UP: SUNDAY 10/6 2pm-6pm

Ian, Delivery Manager / (317) 617-4152 (call)

### **PHOTOGRAPHER - Emily Lemke Photography - Arriving 12:30-1pm**

Emily Lemke / 317-364-1926 (text or call)

Rich Lemke (Emily's husband) photographing too

### **MEAL/APPS - Serendipity Food Truck/Catering - Arriving ~2:30pm**

Luis De Anda / 317-306-6870 (text or call)

### **DJ/LIGHTING - Music Lifeline DJ and Entertainment Service - Arriving ~1:30/2pm**

Ben Edwards (DJ Ben) / 317-450-4315 (text or call)

### **OFFICIANT - Indy Get Married - Arriving ~3:45pm**

Lesley Acevedo / 317-918-4431 (call)

### **LAWN GAMES - Triangle Lawn Games - RACHEL/KEVIN Picking up at noon**

PICK UP: SATURDAY 10/5 + DROP OFF: SUNDAY 10/6 (Kevin/Rachel also dropping off on Sunday)

Josh / 317-960-4130 (call)

### **DESSERTS - Shapiro's - JOHN Picking up between 9-10am**

PICK UP: SATURDAY 10/5

John Pitts / 317-631-4041 (Shapiro's #, call) or 317-995-2406 (his cell #, call)

## **WEDDING PARTY/PEOPLE HELPING:**

### **Setup Coordinators (Venue/Setup Questions)**

Stephanie Miller / 317-450-4315 (text or call)

Emily Modezjewski / 317-450-4315 (text or call)

### **Additional Help:**

Rachel Engemann / 765-748-4433 (call or text)

### **Maid of Honor (Reach the Bride's family)**

Laura Hedrick / 317-450-4315 (text or call)

### **Moms**

Tina Hedrick / 317-908-3723 (text or call)

Dawn Kaiser / 317-374-6239 (text or call)

### **Best Men (Reach the Groom's family)**

Kevin Kaiser / 317-450-4315 (text or call)

Guy Kaiser / 317-450-4315 (text or call)

### **Last Resort!! Bride + Groom**

Beth Hedrick / 317-374-8013 (text or call)

John Kaiser / 317-332-5912 (text or call)

**SHOULDN'T NEED THESE #S (BUT JUST IN CASE):**

**TENT/CHAIRS/LINENS/ETC - Hoosier Tent & Party Rental**

DELIVERY: WEDNESDAY between 9am-1pm

PICK UP: TBD M/Tu

Carly / 317-272-9746 (call)

**DECOR RENTALS (smaller items) - A Moment in Time - *BETH picking up AM***

PICK UP: FRIDAY 10/4 by Beth

DROP OFF: MONDAY 10/7 by Beth

Paige / 317- 440-3412 (call)

**FLOWERS - Double Dog Farms - *LAURA Picking up between 3:30-4pm***

PICK UP: FRIDAY 10/4

Shayla Branham / 317-903-0462 (text or call)

**MAKEUP - Randee at Merle Norman (4901 82nd St)**

Beth getting makeup done Sat 10/5 from 9-10/10:30am

Randee Purichia / 317-496-7840 (text or call)

**HAIR - Jordan at Salon Lofts (6280 N College Ave)**

Beth getting hair done Sat 10/5 from 10/10:30am-11:30/noon

Jordan McAtee / 812-686-2820 (text or call)



# DAY OF TIMELINE - 10/5

[Setup Crew Info](#) | [Wedding Party Info](#) | [Immediate Fam/Grands Info](#) | [Vendor Info](#) | [Bride/Groom](#)

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## 8am - Access to Sertoma Club begins

Setup crew welcome to get started, see lists

## ~8:30am - Violet Vintage Delivery Arriving

## 9-10 am - Pick up dessert assortment from Shapiro's

John picking up

## 9:00-10:30am - Beth Makeup

## 10:30am - 12:00pm - Beth Hair

## noon - Pick up yard games from Indy Lawn Games

Rachel/Kevin picking up

## 12:30/1pm - John and Beth arriving and getting dressed

## 12:30/1pm - Photographer arriving

Emily + Rich

## 1:30/2pm - DJ arriving

DJ Ben, see maps - setting up in reception space (pavilion) and ceremony space (tent)

## ~1:30pm - Wedding party photos start

## ~2:00pm - Family photos start w/ Wedding party

Grandparents, parents, siblings (and spouses), nieces, + Pam

## 2:30pm - Food truck arriving

Luis with Serendipity food truck, see map for parking

## 3:00pm - Last minute set up

## ~3:45pm - Officiant arriving

Lesley from Indy Get Married

## 4:10pm/once most people are seated - Sign the marriage license at a cocktail table in pavilion <photo?

## 4:00pm - Seating for Ceremony Begins

- DJ gets music going in ceremony tent and makes an announcement
- Grandparents and parents lead the way (sit in reserved seats)
- Wedding party meet up in kitchen/pavilion

## ~4:15pm - Ceremony Begins (See specific timelines)

#### **~4:30pm - Cocktail Hour Begins**

- DJ gets music going in pavilion right after ceremony ends
- Apps served on table outside food truck
- Wedding party and family relax and have a great time!
- Newlyweds hide/take a break, grab some drinks/snacks, and take a couple photos

#### **~5:15/5:30pm - Newlyweds' reception entry**

- Photographer can let DJ know when we're ready?,
- DJ makes 5 min announcement - party/family help wrangle everyone into seats, please
- DJ plays Reception Entrance song
- Newlyweds enter, do a little dance, find their way to a cocktail table reserved (during cocktail hour only) for them
- Beth & John make a Thank You speech
- Any wedding party members want to make speeches?
- Beth & John close speeches with a "Let's get this party started!!"
- DJ gets the music going and takes over MC from there on out

#### **5:30pm - Reception Begins**

Food Truck begins serving dinner

#### **~6:15/30pm - Golden Hour**

Photographer take a few golden hour pics with Beth & John (end of photo time)

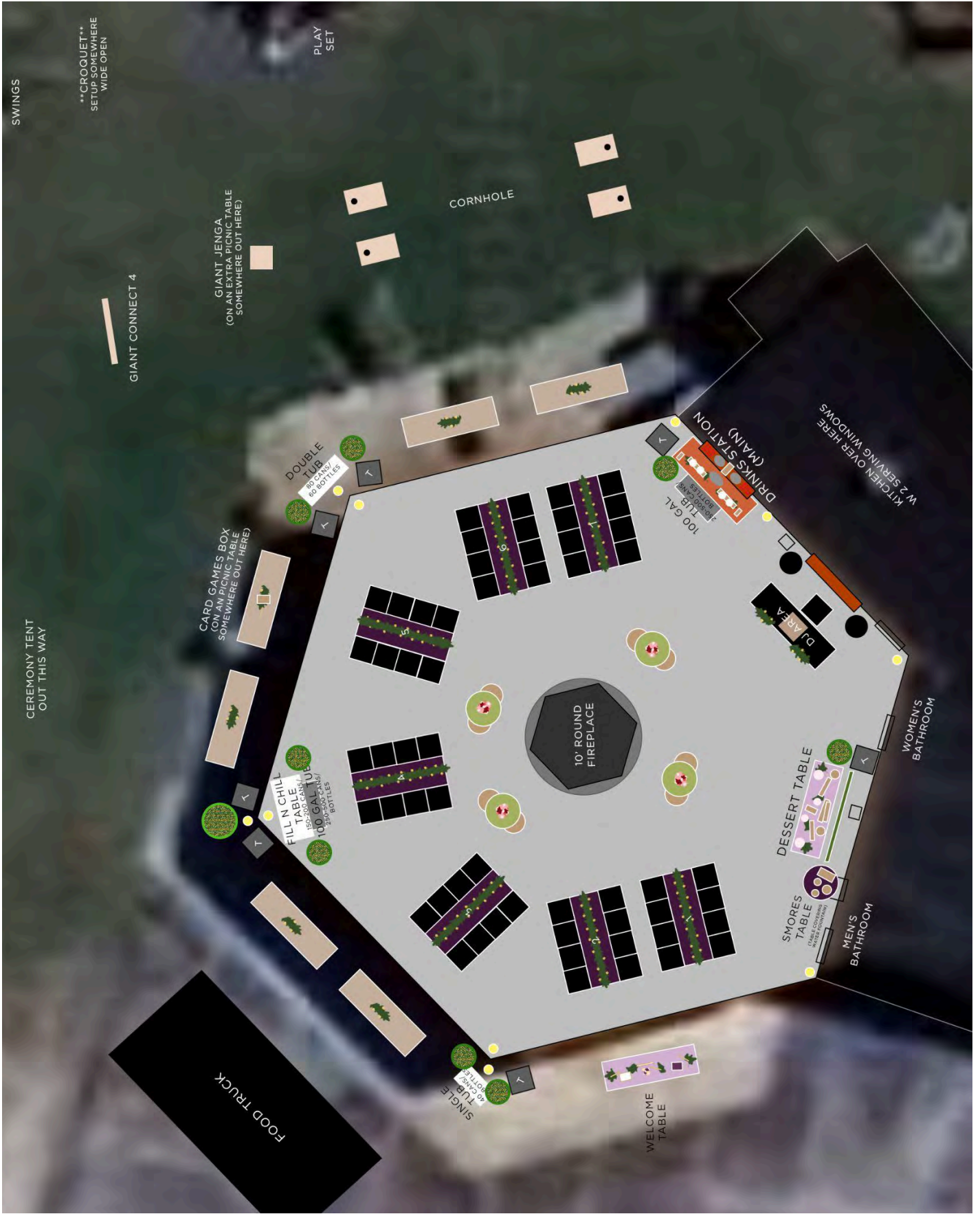
#### **8:00pm - Dinner Ends**

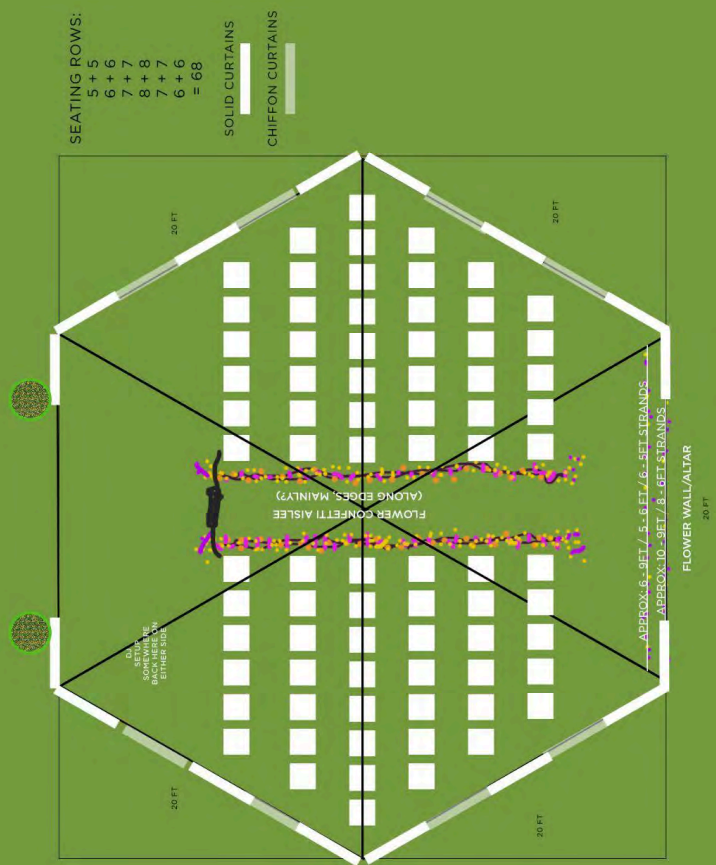
Food Truck stops serving dinner

#### **9:30pm - Reception Ends (See Cleanup Check List for Saturday)**











## Delivery/Pick Up

Hoosier Tent and Party Co

**DELIVERY DAY:** WED **TIME:** 9am-1pm **WHERE:** Sertoma Club

**PICK UP DAY:** TBD **TIME:** TBD **WHERE:** Sertoma Club

- |                                              |                                                                                       |
|----------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> Tent                | <input type="checkbox"/> Table linens (10 dark purple, 2 lavender, 1 orange, 4 green) |
| <input type="checkbox"/> Cocktail tables (5) | <input type="checkbox"/> 100 gal drink tubs (2)                                       |
| <input type="checkbox"/> Fill N Chill table  |                                                                                       |
| <input type="checkbox"/> Black padded chairs |                                                                                       |

### Notes

Prior to pickup, tables and chairs must be stacked the same way they were upon delivery or there will be an additional \$4 per chair and \$8 per table

- ☐ Beverage Tubs must be emptied and wiped dry after use.

Violet Vintage

**DELIVERY DAY:** Saturday 10/4 **TIME:** 8:30am-noon **WHERE:** Sertoma Club

**PICK UP DAY:** Sunday 10/6 **TIME:** 2-6pm **WHERE:** Sertoma Club

- |                                                                         |                                                             |
|-------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Tall drink tubs (2 total - 1 single, 1 double) | <input type="checkbox"/> 2gal ball jar drink dispensers (4) |
| <input type="checkbox"/> Bar stools (8)                                 | <input type="checkbox"/> Assorted glass plates (10)         |

### Notes

Delivery/pickup is CURBSIDE unless carry-in/carry-out and/or setup/teardown services are requested in advance. Curbside means that the drop off/pick-up points of the rental items are at a ground level location AND are at the end of a designated commercial dock, residential garage, driveway or outside area that our delivery trucks can easily access. Customers are responsible for carrying rentals to and from the curbside drop off/pick-up points. Do not leave rentals at the curb unattended.

Rentals must be protected from rain and kept indoors/under a tent overnight/when not in use.

- ☐ Beverage Tubs must be emptied and wiped dry after use.
- ☐ Plates must be HAND-RINSED (completely free of food, sauces, oils) and crated before return.
- ☐ Drink dispensers must be emptied, rinsed clean, and left uncapped to dry before return.



## DIY Pick Up/Return

A Moment in Time (Beth)

**PICK UP DAY:** Friday 10/4 **TIME:** AM **WHERE:** 4113 Dartmoor Dr, Greenwood, IN 46143

**RETURN DAY:** Monday 10/7 **TIME:** AM **WHERE:** 4113 Dartmoor Dr, Greenwood, IN 46143

- |                                              |                                                                 |
|----------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Gold Frames (8)     | <input type="checkbox"/> Clear Votives (50)                     |
| <input type="checkbox"/> Card Box            | <input type="checkbox"/> Wooden Riser Display set of 2 (3 sets) |
| <input type="checkbox"/> Gold Votives (100)  | <input type="checkbox"/> 12in Gold Table Card Holders (4)       |
| <input type="checkbox"/> Silver Votives (50) | <input type="checkbox"/> 8in Gold Table Card Holders (12)       |

Double Dog Farms (Laura)

**PICK UP DAY:** TBD **TIME:** TBD **WHERE:** 9505 Sargent Rd, Indianapolis, IN 46256

- ☐ Bridal Party Bouquets (3 different sizes)

Indy Lawn Games (Rachel/Kevin)

**PICK UP DAY:** Saturday 10/5 **TIME:** noon **WHERE:** 2659 Shelby St Suite B, Indianapolis, IN 46203

**RETURN DAY:** Sunday 10/6 **TIME:** noon **WHERE:** 2659 Shelby St Suite B, Indianapolis, IN 46203

- ☐ Set of 3 classic wood stain games (cornhole, giant jenga, connect 4)
- ☐ Extra wood stain cornhole set

Shapiro's Deli (John)

**PICK UP DAY:** Saturday 10/5 **TIME:** AM **WHERE:** 808 S Meridian St, Indianapolis, IN 46225

- ☐ Assorted Desserts:
- ☐ qty 1 - Chocolate Layer Cake (whole cake)
  - ☐ qty 1 - Carrot Cake (whole cake)
  - ☐ qty 12 - Lemon Bars
  - ☐ qty 6 - Pecan Bars
  - ☐ qty 6 - Mocha Crunch Bars
  - ☐ qty 36 - Assorted Cinnamon, Chocolate, Raspberry, and Apricot Rugelachs (all the flavors, assorted, please!)
  - ☐ qty 36 - Mexican Wedding Cakes
  - ☐ qty 24 - Coconut Macaroon



## FRIDAY

### CLEAN

- ☐ Bathrooms
- ☐ Floors
- ☐ Walls
- ☐ Baseboard areas
- ☐ Windows/doors
- ☐ Wedding party cabin - sweep for bugs and such, get some airflow, put some chairs and a small table?
- ☐ Wet cloth - Wipe down venue tables and chairs
- ☐ Microfiber cloth - Wipe down (rented) black padded folding chairs with microfiber cloth

### STEAM

- ☐ Satin linens for dining tables
- ☐ Possibly chair covers for ceremony seating
- ☐ Possibly curtains for ceremony tent and dessert table backdrop
- ☐ DO NOT steam any velvet

### SIGNS

- ☐ Gold Frames (picking up from A Moment in Time on Friday AM) with printed signs for:
  - ☐ Desserts List (Dessert table)
  - ☐ S'mores Sign (Smores table)
  - ☐ Guestbook sign (Welcome table)
  - ☐ Welcome sign (Welcome table)
  - ☐ General Party/Photo QR Sign (Wherever it looks good)
- ☐ Table top sign holders (picking up from A Moment in Time on Friday AM) and printed/cut signs for:
  - ☐ Table numbers
  - ☐ Cards & Gifts
  - ☐ Desserts Table:
    - ☐ to go bags
    - ☐ dig in
  - ☐ S'mores Roasting Sticks

## **GARNISHES**

- ☐ Cut/prep garnishes for drinks and drink table
  - ☐ Limes, wedges
  - ☐ Lemons
    - ☐ Cut some wedges for garnish
    - ☐ Cut some rounds to put in lemonade batch drink
  - ☐ Oranges, wedges for garnish
  - ☐ Maraschino cherries, pour into bowl for garnish
  - ☐ Mint, put into container for garnish
  - ☐ Cucumbers in rounds to put in infused water batch drink

## **ICE**

- ☐ Can use ice machine CJ has connection to - located in New Pal
  - ☐ Bring lots of bags/coolers to fill
  - ☐ Can put bags in one of the deep freezers at venue
  - ☐ May need to make several trips Friday, maybe even a few Saturday afternoon?

## SATURDAY

### BATCH BEVS

- ☐ Batch Bevs mixed in 2 gal glass jar drink dispensers (Violet Vintage delivering Saturday AM), and placed on drink table on top of wooden dessert stands (A Moment in Time picking up Friday AM), or at edge of table - whatever will work
  - ☐ Tea - add jugs of tea to dispenser, fill with ice
  - ☐ Lemonade - add jugs of lemonade to dispenser, fill with ice, top with round lemon slices
  - ☐ Sangria - add sangria jug to dispenser, fill with ice
  - ☐ Cucumber Mint Water - add infused water jugs to dispenser, fill with ice, top with round cucumber slices

### DESSERTS

- ☐ Assorted desserts placed on cake stands and dessert risers/displays and plates on dessert table (Shapiro's picking up Saturday AM)
  - ☐ Chocolate Layer Cake (whole cake) - pre-slice some?
  - ☐ Carrot Cake (whole cake) - pre-slice some?
  - ☐ Lemon Bars - larger bars, cut into bite size
  - ☐ Pecan Bars - larger bars, cut into bite size
  - ☐ Mocha Crunch Bars - larger bars, cut into bite size
  - ☐ Rugalach cookies: cinnamon, chocolate, raspberry, apricot
  - ☐ Mexican Wedding Cakes
  - ☐ Coconut Macaroons

### S'MORES

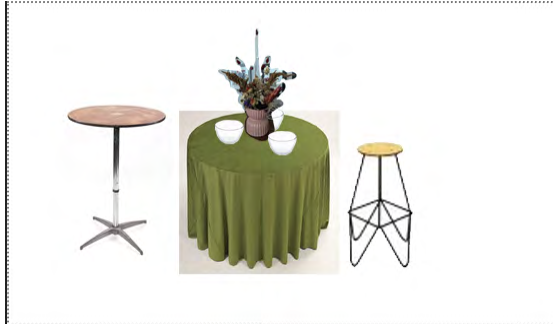
- ☐ Open bags of marshmallows and place in container
- ☐ Candy bar variety unopened in container
- ☐ Graham crackers opened and fanned out on plates?

### Extras

- ☐ Mints and nuts in bowls on cocktails tables

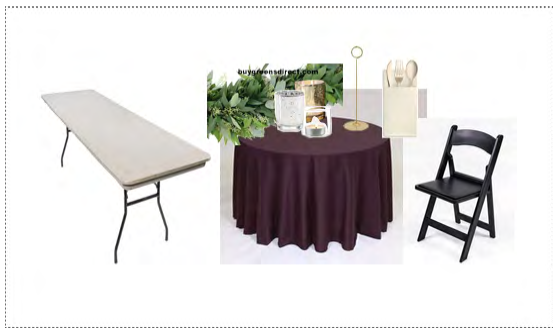


## SET UP CHECKLIST



### **HANGOUT COCKTAIL TABLES (4 total)**

- ☐ Round cocktail table (Hoosier Tent Rental - delivery with tent)
- ☐ Leaf Green velvet linen (Hoosier Tent Rental - delivery with tent)
- ☐ 2 - Metal bar stools (Violet Vintage rental - delivery Saturday AM)
- ☐ Dried floral arrangement (tall curvy ones)
- ☐ 3 - Dishes filled with mints and nuts
- ☐ On one of these tables, near where family is sitting - add "reserved Bride + Groom" sign on sign holder



### **DINING TABLES (9 total)**

- ☐ 8' table (Sertoma Club - already at venue)
- ☐ Eggplant satin linen (Hoosier Tent Rental - delivery with tent)
- ☐ 8 - Black padded chairs (Hoosier Tent Rental - delivery with tent)
- ☐ Greenery Garland
- ☐ Tea light holders (A Moment in Time - pick up Friday AM)
- ☐ Tea lights - turn on tea lights SAT
- ☐ Table number card in 8" card holder (A Moment in Time - pick up Friday AM)
- ☐ Preassembled napkin pack at each place setting (napkin, silverware, timeline/menu)



## WELCOME TABLE

- ☐ 8' table (Sertoma Club - already at venue)
- ☐ Lilac velvet linen (Hoosier Tent Rental - delivery with tent)
- ☐ Guest book sign in gold frame (A Moment in Time - pick up Friday AM)
- ☐ Vinyl record guest book
- ☐ Markers in container
- ☐ Welcome sign (printed) in gold frame (A Moment in Time - pick up Friday AM)
- ☐ Seating Chart
- ☐ Gift/card card in 8" or 12" card holder (A Moment in Time - pick up Friday AM)
- ☐ Card Box (A Moment in Time - pick up Friday AM)
- ☐ May have extra dried floral arrangement to use here
- ☐ Or decorate with Loose Greenery? Tea lights and votives?



## S'MORES BAR - COVERING UP WATER FOUNTAIN ON WALL

- ☐ Round cocktail table (Hoosier Tent Rental - delivery with tent)
- ☐ Eggplant Satin linen (Hoosier Tent Rental - delivery with tent)
- ☐ Loose Greenery? A couple votives/candles?
- ☐ S'mores menu/sign in gold frame (A Moment in Time - pick up Friday)
- ☐ S'mores stick card in 12" card holder on table (A Moment in Time - pick up Friday)
- ☐ S'mores stick card hanging from metal bucket holding roasting sticks (probably needs to be on floor?)
- ☐ Different containers holding marshmallows (tall clear container), chocolates (wooden tray), graham crackers (displayed on glass plates)
- ☐ Serving tongs for marshmallows and graham crackers



## DESSERT TABLE

- ☐ 8' table (Sertoma Club - already at venue)
- ☐ Lilac velvet linen (Hoosier Tent Rental - delivery with tent)
- ☐ 2 - Wooden cake stands (A Moment in Time - pick up Friday AM)
- ☐ 1 - "Dig In" card (printed) in 12" card holder (A Moment in Time - pick up Friday AM)  
placed near cake(s) in particular
- ☐ 6 - Wooden dessert risers/displays (A Moment in Time - pick up Friday)
- ☐ 10 - Glass plates for desserts (Violet Vintage rental - delivery Saturday AM)
- ☐ Any Loose Greenery?
- ☐ Tea light holders (A Moment in Time - pick up Friday AM)
- ☐ Tea lights
- ☐ Dessert plates, napkins, cutlery, and to go bags in wine boxes (pre-assembled)
- ☐ "To Go Bag" card in 8" card holder near bags (A Moment in Time - pick up Friday AM)
- ☐ Dessert menu in gold frame (A Moment in Time - pick up Friday AM)
- ☐ Serving tongs/cake cutter/spoon with each dessert
- ☐ Assorted desserts (Shapiro's - pick up Saturday AM)
  - ☐ Chocolate Layer Cake (whole cake) - pre-cut some?
  - ☐ Carrot Cake (whole cake) - pre-cut some?
  - ☐ Lemon Bars - larger bars, cut into bite size
  - ☐ Pecan Bars - larger bars, cut into bite size
  - ☐ Mocha Crunch Bars - larger bars, cut into bite size
  - ☐ Rugalach cookies: cinnamon, chocolate, raspberry, apricot
  - ☐ Mexican Wedding Cakes
  - ☐ Coconut Macaroons



## DRINK STATION (BEVERAGE/BAR AREAS)

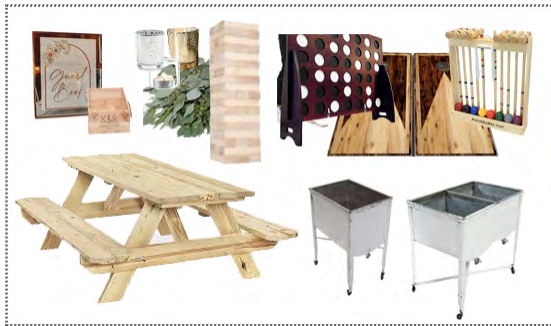
- ☐ Serving window Counter/shelf (Keep window closed during party):
  - ☐ Red wine bottles
  - ☐ White wine in ice bucket
  - ☐ Small stack of bar towels on both ends
  - ☐ Bottle openers on both ends
  - ☐ Hang flowers from ceiling of serving window area
- ☐ Directly below window/shelf:
  - ☐ 8' table (Sertoma Club - already at venue)
  - ☐ Burnt Orange satin linen (Hoosier Tent Rental - delivery with tent)
  - ☐ 4 - Mason Jar Dispensers with (Violet Vintage rental - delivery Saturday AM)
    - ☐ Tea - add jugs of tea to dispenser, fill with ice
    - ☐ Lemonade - add jugs of lemonade to dispenser, fill with ice, top with round lemon slices
    - ☐ Sangria - add sangria jug to dispenser, fill with ice (keep top off for scooping fruit)
    - ☐ Cucumber Mint Water - add infused water jugs to dispenser, fill with ice, top with round cucumber slices
    - ☐ Tie on drink signs
  - ☐ Bucket of ice with scoop(s)
  - ☐ Ladle(s) for sangria
  - ☐ Garnishes: maraschino cherries?, mint leaves, orange slices, lime slices, lemon slices
  - ☐ Cups, napkins, stirrers, bottle openers in wine box (pre-assembled)
  - ☐ Loose Greenery and tea lights?
- ☐ 1 - 100 Gal steel tub half tucked under table? (Hoosier Tent Rental - delivery with tent)
  - ☐ Half water bottles, Half assorted sodas and seltzers
  - ☐ Attach bar towels to magnetic hooks on side of tubs
  - ☐ Attach magnetic drink signs





### FILL'N'CHILL DRINK AREA (BEVERAGE/BAR AREAS)

- ☐ Fill'n'Chill table (Hoosier Tent Rental - delivery with tent) with:
  - ☐ Champagne bottles
  - ☐ Beer bottles
- ☐ Possibly adding a table top to the center with: bottle opener, napkins, cups, more red wine?
- ☐ 1 - 100 Gal steel tub half tucked under table? (Hoosier Tent Rental - delivery with tent)
  - ☐ Half water bottles, Half assorted sodas and seltzers
  - ☐ Attach bar towels to magnetic hooks on side of tubs
  - ☐ Attach magnetic drink signs



### PICNIC TABLES/OUTSIDE PAVILION AREAS

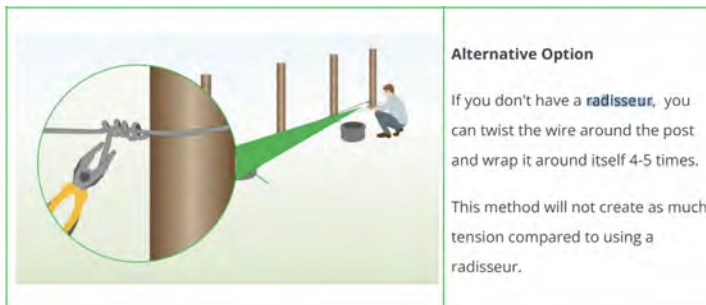
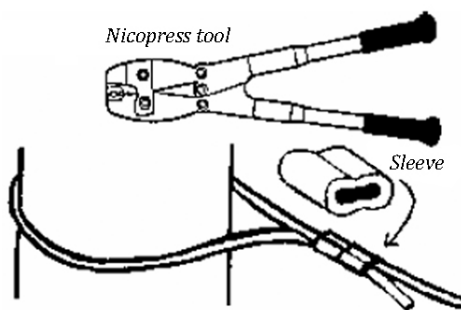
- ☐ Greenery bunches?
- ☐ Tea light holders & tea lights - turn on tea lights (A Moment in Time - p/u Friday)
- ☐ Box of games and game rules QR code sign in frame on one of the picnic tables
- ☐ Yard games (Indy Lawn Games - pick up Saturday noon) placed in grass near picnic tables around edge of building:
  - ☐ Cornhole (2 sets)
  - ☐ Giant Jenga (put on a picnic table in middle of grass area?)
  - ☐ Giant Connect 4
  - ☐ Croquet (setup on flat field area, behind tent/swings) (Laura owns)
- ☐ Double Tall Tub and Single Tall Tub coolers (Violet Vintage - delivery Saturday AM) outside, but near pavilion with:
  - ☐ Beers
  - ☐ Hard Ciders/Seltzers
  - ☐ Attach magnetic drink signs to tall tubs
- ☐ Trash cans all around (cardboard boxes w/ 55gal bags)



## CEREMONY TENT

- ☐ Hexagon Tent (Hoosier Tent Rental - Wednesday)
- ☐ Tension wire attached around the perimeter of the for:
  - ☐ Floral wall set up for altar (a couple rows of hanging flowers, can clip to tension wire)
  - ☐ Curtains - alternating solid vs transparent around the outside
- ☐ Floral confetti aisle - maybe pile up florals along the side of the aisle, can spill out into aisle too, whatever looks good!
- ☐ 'Aisle Closed' sign clipped to ribbon with the ribbon clipped to chairs at end of aisle
- ☐ 80 - Folding chairs (venue) with covers
- ☐ Reserved seating markers placed in first two rows - parents, sibling-in-laws, grandparents, aunts, uncles, cousins, second cousins
- ☐ Space in back of tent for DJ to set up

## How to - Tension Wire:



### Alternative Option

If you don't have a **radisseur**, you can twist the wire around the post and wrap it around itself 4-5 times.

This method will not create as much tension compared to using a radisseur.

**MISC INDOOR - see map**

- ☐ Trash cans/Recycling
- ☐ Mums?
- ☐ Uplighting (Provided and setup by DJ) in most corners (see map/layout)

**DJ AREA/TABLE**

- ☐ 1 - Black padded chairs to the side (Hoosier Tent Rental - delivery with tent)
- ☐ Mark spot for him to set up, he'll bring his own table and cover etc.
- ☐ If he's cool with it, add some loose greenery, tea lights/votives to his table?



## CLEAN UP CHECKLIST

Saturday Night

**Be out by 10pm!**

- ☐ Put out fire
- ☐ Pull things from outside into the pavilion:
  - ☐ Chairs from ceremony tent
  - ☐ Any drink tubs (drain outside first, if time/possible)
  - ☐ Trash cans (put bags into dumpster if time/possible)
  - ☐ Yard Games (possibly move to Rachel/Kevin's van instead of indoors?)
- ☐ Any cabins used? Move any added chairs, tables, personal items, etc into pavilion
- ☐ Bathrooms at the Hall used? Move any personal items, chairs, etc into pavilion

Sunday

**Have access to the building starting at 10am!**

Indy Lawn Games:

**RETURN DAY:** Sunday 10/6 **TIME:** noon **WHO:** Rachel/Kevin returning

**WHERE:** 2659 Shelby St Suite B, Indianapolis, IN 46203

Set of 3 classic wood stain games (cornhole, giant jenga, connect 4), Extra wood stain cornhole set, NOT THE CROQUET SET (that's Laura's)

Violet Vintage Items:

**PICK UP DAY:** Sunday 10/6 **TIME:** 2-6pm **WHERE:** Sertoma Club

Tall drink tubs (1 single, 1 double), Bar stools (8), 2gal ball jar drink dispensers (4),

Assorted glass plates (10)

- ☐ Beverage Tubs must be emptied and wiped dry after use.
- ☐ Plates must be HAND-RINSED (completely free of food, sauces, oils) and crated before return.
- ☐ Drink dispensers must be emptied, rinsed clean, and left uncapped to dry before return.



#### A Moment in Time

**RETURN DAY:** Monday 10/7 **TIME:** AM **WHO:** Beth

**WHERE:** 4113 Dartmoor Dr, Greenwood, IN 46143

Gold Frames (8), Card Box, Gold Votives (100), Silver Votives (50), Clear Votives (50)

- ☐ Cake/Dessert Stands: Discard any food and wipe down before placing in designated box
- ☐ Votives: Remove candles (Beth's faux tealights) and place in designated box
- ☐ Card Box: Remove cards and place in designated box
- ☐ Gold Floating Frames: Place in designated box, placing paper in between frames to keep protected
- ☐ Gold Table Card Holders: return to box(es)

#### Hoosier Tent

**PICK UP DAY:** Sunday 10/6 **TIME:** 2-6pm **WHERE:** Sertoma Club

100 g (1 single, 1 double), Bar stools (8), 2gal ball jar drink dispensers (4), Assorted glass plates (10)

- ☐ Tables and chairs must be stacked the same way they were upon delivery or there will be an additional fee of \$2 per chair and \$4 per table charged automatically to the card on file.
- ☐ Shake out linens (remove crumbs) and place in bag

#### Sertoma Club Specifics:

- ☐ Pick up all litter/trash/etc inside and outside, including playground and parking lot
- ☐ Place all trash bags in dumpster on west side of pavilion
- ☐ Clean, return, and restack table and chairs on carts
- ☐ Sweep pavilion floors
- ☐ Cabins:
  - ☐ Remove any added chairs, tables, personal items, etc
- ☐ Kitchen: (stoves/ovens/grills/etc should not have been used)
  - ☐ Remove items from fridge and freezer(s)
  - ☐ Clean counters
  - ☐ Sweep floors



# CEREMONY TIMELINE

## 4pm - Seating begins

DJ has music on in tent

- DJ make announcement in pavilion about heading to the tent, ceremony starting soon
  - People should start heading to their seats in the tent
- Grandparents and parents lead the way
  - Maybe one or two stay back to catch any stragglers
- Wedding party meet up in kitchen (door behind DJ)
  - Once guests are seated in tent, move out to open pavilion area
  - We'll make our walk from there to the tent and down the aisle

## ~4:15pm - Ceremony begins

- **Officiant enters** from side
  - DJ fades out prelude music
  - Officiant announces ceremony is about to begin, please silence cell phones
  - Aisle sign/rope is removed (probably by a coordinator/friend)
- DJ plays **processional music**
  - **Groom's Party Enters:** John, Guy, and Kevin
  - **Followed by bridal party:** Adell, Laura & Jules
- Officiant asks guest to please rise, as DJ fades song out
- **Bridal Entrance** song plays
  - **Beth enters**
  - Once at alter, Laura give her bouquet to Adell, fluffs Beth's dress and then holds Beth's bouquet
- Song fades out
- Officiant asks guest to please be seated and continues with ceremony
  - Announcement of couple at end of ceremony then recessional song begins playing
  - Beth takes her bouquet back from Laura, Laura gets her bouquet back from Adell
- **Newlyweds exit** first, and completely
  - **Wedding Party Exits** - Guy with Adell, Kevin maybe with Laura and Jules, Officiant, Family rows, etc etc
  - Everybody go enjoy cocktail hour!



# DJ TIMELINE

## 3:30-4pm - Guests arrive and get comfortable

- Light, upbeat, mellow music on in pavilion

## 4:00pm - Seating for Ceremony Begins

- **Start prelude music** in ceremony tent
- **Make an announcement to guests in pavilion** about grabbing a beverage and getting comfortable in the tent, ceremony starting soon
- Music in pavilion: turn off/very low

## ~4:15pm - Ceremony Begins

- Officiant will enter tent from side, **fade out prelude music**
  - Officiant makes an announcement: "Good afternoon, welcome. My name is Lesley, it is my pleasure to officiate BETH and JOHN's wedding. But before we get started, I have a friendly reminder to please be sure all phones are silenced or turned off. Thank you. Let us begin."
- Aisle rope/sign is removed (probably by a coordinator/friend)
- **Play first processional song** - "*Crop Circle Jerk '94*" by Megapuss
  - ~0:20 second intro of weird horns, groom will move toward tent during this time and head down aisle as song begins
  - Groom's Party Enters: John, Guy (best man), and Kevin (best man).
  - Followed by bridal party: Adell (jr. bridesmaid), Laura (maid of honor), and Jules (flower girl)
  - Hoping the song will be faded out before the 2 min mark cause things get funky
- Once everyone's in place, **fade out first processional song**
- Officiant asks guest to please rise, bride will move toward tent during this time
- **Play second processional song** - "*Hymn*" by Diane Coffee
  - Beth enters
  - Once Beth is at altar, **fade out second processional song**
- Officiant asks guests to be seated and proceeds with ceremony
- At end of ceremony, Officiant will present us by saying "I present to you all for the very first time as a married couple Beth and John!"
  - **Start playing first recessional song** right when officiant presents us - "*Don't Say Goodnight*" by Wings (0:40 intro)
  - Newlyweds will exit down aisle, followed by wedding party
- Once party has exited, **turn music low momentarily** for the officiant to give an announcement: "While the newlyweds continue to make memories, you are all invited to enjoy the cocktail hour Beth and John will join you shortly. On behalf of the couple, I want to thank you all for coming today. Please be sure to party as hard as these two are in love. You are all dismissed one row at a time please. Enjoy!"

#### ~4:30pm - Cocktail Hour Begins

- Start **cocktail hour music** in pavilion after ceremony ends

#### ~5:15/5:30pm - Newlyweds' reception entry

- Photographer will let you know when we're ready/finishing up photos
- **Make a 5 min announcement** - asking people to find their seats, the newlyweds will be entering shortly (however you want to say it)
- **Play reception entrance song** - "*Cutie Pie*" by *One Way*
  - **Announce/welcome** us while intro plays
- John and I will enter and do a little dance (tbd where we're entering from) and make our way to one of the cocktail tables in the room marked for us. I'll give a thank you speech and a best person may also give a speech.
  - *Is there a way to have a microphone sitting at that table, so I can use it to make a speech from that spot in the room?*
  - Beth & John will close speeches with a "Let's get this party started!!"
- **Start reception music** and **take over MC duties** from there on out

#### ~7:15pm - Last Call for the Food Truck

- Please **make an announcement** the food truck will be leaving by 8

#### 9:30pm - Reception Ends

- **Make an announcement for the last song** to let people know party is ending



## EMERGENCY/WEATHER PLANS:

**Ground soggy (unable to sit in chairs without sinking)** > ditch the tent, move ceremony into pavilion space

**Pouring rain/lightning, hazardous weather** > ditch the tent and pavilion, move ceremony and reception into hall - keep smores out by fire?

**Light rain** > utilize emergency guest umbrellas to travel from pavilion to the tent and back + bins to put umbrellas into

#### **Ceremony in pavilion setup:**

use dessert table backdrop as altar?

Seating at tables or if chairs fit, maybe some chairs set up near altar - (move dessert table and desserts - can set up during cocktail hour)





# **PHOTO SHOT CHECKLIST**

## **Wedding Party Photos:**

- ☐ J/B with ALL Party - Laura, Adell, Jules, Guy, Kevin \*
- ☐ J/B with Laura, Adell, Jules
- ☐ J/B with Guy, Kevin
- ☐ J/B with Adell < maybe
- ☐ J/B with Jules < maybe
- ☐ John with Guy and Kevin
- ☐ John with Guy
- ☐ John with Kevin
- ☐ Beth with Laura, Jules, Adell
- ☐ Beth with Laura
- ☐ Beth with Jules
- ☐ Beth with Adell

## **Family Photos:**

- ☐ J/B with Beth's Immediate Family - Tina, Jerry, Pam, Laura, Michael, Jules, Andy \*
- ☐ J/B with Beth's Mom + Immediate Family - Tina, Pam?, Laura, Michael, Jules, Andy
- ☐ J/B with Beth's Dad + Immediate Family - Jerry, Laura, Michael, Jules, Andy
- ☐ J/B with Tina (Beth's mom)
- ☐ J/B with Pam (Beth's aunt)
- ☐ J/B with Jerry (Beth's dad)
- ☐ J/B with Laura, Michael, Jules, Andy (All Beth's siblings/family)
- ☐ J/B with ALL Immediate Family - Tina, Jerry, Dawn, Joe (both sets of parents); Pam (Beth's aunt); Laura, Michael, Jules, Andy, Guy, Beth, Adell, Kevin, Rachel (siblings/family); Mary, Marge, and Bob (John's grandparents) - Fun shot ideas for this: some people seated in low chairs, some on bar stools, some with glasses/bottles/flowers/props, something dynamic! \*
- ☐ J/B with John's Family - Dawn, Joe, Guy, Beth, Adell, Kevin, Rachel, Mary, Marge, Bob \*
- ☐ J/B with John's Immediate Family - Dawn, Joe, Guy, Beth, Adell, Kevin, Rachel
- ☐ J/B with Dawn and Joe (John's parents)
- ☐ J/B with Guy, Beth, and Adell, Kevin, Rachel (All John's siblings/family)
- ☐ J/B with Mary (John's paternal grandma)
- ☐ J/B with Marge and Bob (John's maternal grandparents)

**Special Details:**

- ☐ I have a box I've been collecting things in for flatlay pics or whatever - printed materials, rings (got a cute little box for them), dried flower confetti, jewelry, whatever else I think of to add as we get close
- ☐ Tables/Table settings
- ☐ Florals - hanging walls (in a few areas, including altar backdrop), aisle, bouquets, arrangements
- ☐ Boutonnieres (groom, his party, and parents/grands)
- ☐ Flower pins in hair (bride and party?)
- ☐ Rings
- ☐ Beautiful messes
- ☐ Food?