

OUT OF BOX

event productions

Phouang & Mark
Saturday, September 28th 2019

The Details:

Ceremony: 2:00 PM
Location:
St. Paul's Episcopal Cathedral

Reception: 5:00 PM
Location:
The River Center

Wedding Coordinators:
Anthony Marinaro
515-710-6658
Saley Nong
515-240-6662

Number of Guests: 168

**Please note: Do not cut, paste, or edit this timeline –
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Day of Ceremony and Reception Time Line:
Combined Itinerary:

If there is no "Time" to the left of the "Activity" it signifies that it is happening at the same time as the last filled in "Time".

Monday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
	Noon	Final Walk-through <u>Personal Items Drop off:</u> Greeting Table <ul style="list-style-type: none"> · Card Box · Welcome Sign + Easel · Guestbook + Pens · Pictures in Frames Guest Tables <ul style="list-style-type: none"> · Place cards · Table Numbers · Menu cards · Tiered Candles and Vases 	

Wednesday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
		Mani and Pedi's / Lashes	

Friday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
		Note: *Bride to bring marriage license to rehearsal	Bride
	3:30 PM	<u>Bride and Groom Call Time:</u> to discuss setup and prepare for run through.	Bride, Groom, and Officiant

	3:45 PM	Call time: All People in wedding in party for wedding rehearsal.	Wedding Party
	4:00 PM	Wedding Rehearsal: Ceremony: Ushers: Seating Order: See Ceremony Sheet* Greeters / Guest Book / Programs: Yes, printed from church Procession: See ceremony sheet	Wedding Party and Officiant
	5:30 PM	Dinner – Centro Dinner at 6pm – Buffet dinner <i>Number of Guests: 27</i>	Wedding Party
	7:30 PM	Rehearsal dinner ends	Guests
	8:00 PM	Cocktail Party – 8 to 10pm Rockriver Grille	Guests / Bride and Groom
	10:00 PM	Bride to head to the downtown Marriott on Friday / Groom at the apartment	Bride and Groom

Saturday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
	8:45 AM	Transport to Hair and Makeup: On their own / Uber	Marriott
	9:00 AM	Hair and makeup Hair: Provided by Makeup: Provided by HAIR: GAIL (MOTHER OF THE GROOM), PHUNSAVATH (MOTHER OF THE BRIDE), AND PHOUANG (BRIDE). MAKEUP: 3 BRIDESMAID, 1 BRIDE, AND 2 MOMS. FYI - SHE USUALLY HAS A TEAM OF 2 MAKEUP ARTISTS DOING MAKEUP AT THE SAME TIME. * Scott (Man of Honor) – Will pick up items from Panera (bagels, coffee)	BOPHA WITH PENELOPIE BEAUTY BAR - MARRIOTT
	9:00 AM	Doors open at River Center – Saley setup time – Please advise	River Center / Saley / St. Paul's

		Then setup at the church – Time please advise	
	10:00 AM	Guys get together *Maybe Jimmy John's (earlier lunch)	Guys
	11:00 AM	Jennie on-site at the Marriott for getting ready photos	Jenni
	11:30 AM	Lunch: Provided by Panera (may deliver or pickup)	Ladies and Guys
	Noon	All hair, makeup, and lunch done at this time.	Ladies and Guys
	Noon	Getting Dressed: Location Marriott Bridal Suite	Ladies and Guys
	12:45 PM	All dressed ready to go	Ladies and Guys
	12:45 PM	Ladies transport to ceremony venue *Marriott Shuttle	Ladies and Marriott Shuttle
	1:00 PM	Ladies arrive at Ceremony venue: *Distribute flowers	Ladies and Guys
	1:15 PM	Guys transport to ceremony venue for photos *Marriott Shuttle	Guys and Marriott Shuttle
	1:30 PM	Guys arrive at Ceremony venue: *Distribute flowers	Guys
	1:30 PM	Guests begin to arrive: Ushers in place	All
	1:45 PM	Lineup for ceremony	Wedding Party
	2:00 PM	DJ Setup at River Center *Ivan and Vic	DJ Ivan and Vic
	2:00 PM	Ceremony	All
	2:30 PM	Ceremony Ends: Bride and Groom to head to back into the church to get ready for family photos.	All
	2:40 PM <i>As soon as they can</i>	Photos: <u>Family Photos:</u> Bride + Groom with Officiant (Phouang, Mark, John) 2. Bride + Groom with Bride's Parents (Phouang, Mark, Phunsavath, Siphanh) 3. Bride + Groom with Groom's Parents (Phouang, Mark, Guy, Gail) 4. Bride + Groom with Both Parents and Siblings (Phouang, Mark, Phunsavath,	All and Jennie

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		Siphanh, Guy, Gail, Kara) 5. Bride + Groom with Groom's Parents and Groom's Parent's Extended Family 6. Bride + Groom with Bride's Parents and Bride's Parent's Extended Family *2 nd shooter to help	
	3:00 PM	Luxxor Limo Bus: (3 to 6pm contract) On-site ready to pick up the wedding party (25 passenger)	Luxxor
	3:00 PM	Location Shots: Art Center The Walnut	Wedding Party
	4:30 PM	Luxxor picks up guests to take them to the River Center *Confirmed – 56 passengers	Luxxor
	4:30 PM	Guests begin to arrive at The River Center	All and The River Center
	5:00 PM	Cocktail Hour: <u>Pre-pour:</u> Blushing Bride and Mark's Manhattan cocktails Guests can grab food and drink at their leisure. (placed outside) *No cash bar – call level, wine, beer all hosted *Outside unless weather issues	All
	5:15 PM / 5:30 PM	Wedding Party will arrive for the cocktail hour	Wedding Party
	5:50 PM	MC Notes: DJ invites guests to please grab a drink (as we are having a toast after the grand entrance) and then sit for the Grand Entrance. *This is very important to mention	DJ Ivan and all guests
	5:55 PM	Line up for Grand Entrance – Whole Wedding Party (from upstairs) MC: Script from DJ	Guests
	6:00 PM	Grand Entrance: Song: Crazy in Love by JZ/Beyonce. Groomsmen and Bridesmaids • Kara and Garret • Nancy and Joe	All and DJ Ivan

		<ul style="list-style-type: none"> • Shan-Dang and Evan • Kristen and Craig • Man of honor Scott and Best man Nick (shoulder to shoulder) To Be Announced As Husband & Wife: Mr. & Mrs. Hagen Note: Coming from upstairs	
	6:05 PM	Ivan to welcome and intro FOG for his Toast Father of The Groom Toast – Guy *Note to River Center – it’s okay to place salads during the toast. <u>Prayer:</u> None Note to River Center – it’s okay to place salads during the toast. <u>Note:</u> Using house mic system for this	DJ Ivan and River Center
	6:15 PM	Catering: Catering continues... to headtable, family tables (table numbers: 15, 14, 12, 11) vendors (so they can get back to work), and the rest. All plated.	All
	7:15 PM	<u>Toasts:</u> 7:15 PM Scott (Man of Honor) will toast the couple upon completion of dinner. <i>*Scott please go to the DJ when you are done so he can get the attention of the guests for you and hand you the mic. Then when finished please pass the mic to Nick.</i> 7:20 PM Nick (Best Man). Then when finished please pass the mic to the Bride and Groom 7:25 PM Bride and Groom Thank you	Scott – Man of Honor Nick – Best Man Bride and Groom DJ All guests
	7:45 PM	Cake Cutting <u>Note:</u> No formal cake cutting but it can be served to the wedding party (Trellis will cut)	All and DJ Ivan
	7:45 PM	First Dance: First Dance – How Will I know – Sam Smith	All and DJ Ivan

		Father / Daughter – “A Thousand Years” by Christina Perri (<u>Will limit the time on this too – TBD</u>) Mother / Son – I Hope You Dance – Leann Wolmak (cut off at a certain point or may que the wedding party)	
	8:00 PM	Everyone dances: *DJ is able to take requests Bouquet toss – No Garter toss – No	All and DJ Ivan
	8:15 PM	Out of Box to load gifts into MOG’s car *May put out to go boxes for sweets	Out of Box
	9:00 PM	Out of Box service to end - Saley to place To Go boxes out on the sweets table	Out of Box
	9:30 PM	Late Night Snack	Trellis
	9:30 PM	Transportation starts 930 to 1130pm	Luxxor
	10:15 PM	Last Call Guests begin to leave	All and DJ Ivan
	10:30 PM	Bar Closes and guests begin to head out	All
	11:00 PM	Event ends	All

Sunday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
		No brunch	Guests
	11:00 AM	Sunday takedown	

What date leaving for honeymoon?	October 12th	
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Vendor Details:

<input checked="" type="checkbox"/>	Type	Company	Start time	Phone
	Coordinator	Out of Box	1pm	
	Caterer	Trellis		
	Venue	The River Center	9am	
	Flowers	Saley	Please advise	
	Photos	JENNI WITH C7STUDIOS		
	Video	None		
	Cake	Dore / Trellis		
	DJ	VICTOR HERNANDEZ WITH PHAT VINYL – DJ Ivan Cortez	2:00 PM (confirmed)	
	Hotels	Downtown Marriott (main hotel), Hyatt, and Hilton		
	Transportation	Luxxor Wedding Party / Marriott Shuttle	56 passengers Comes back from 9:30 to 11:30pm	

Key Details:

Detail:	Comment:
Linen provider:	The River Center
Table Numbers and their holders:	From bride
Menu:	From Bride
Programs:	From the Church

Key Numbers:

Bride: 712-299-1696
Groom: 515-414-0415