

OUT OF BOX

event productions

Corinne & Timothy
Sunday, August 23rd 2020

The Details:

Ceremony & Reception: 5:00 PM
Location:
ISU's Reiman Gardens

Wedding Coordination:
Anthony Marinaro
515-710-6658

Number of Guests: See final list

#itsaGDwedding

**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".

Wednesday:

| <input checked="" type="checkbox"/> | Time | Activity | Participants |
|-------------------------------------|-------------|---|---------------------------------|
| | | MOB arrives on the morning flight | MOB |
| | | Bride picking up shortbread cookies for gift bag | Bride |
| | | <u>Personal Items Drop off:</u> (Stored in the kitchen area) <ul style="list-style-type: none"> • Card Box or Card Holder • Memorial Photos • Menu Cards (personalized) • Ceremony Programs • Escort Cards and/or place cards (Please alphabetize the escort cards and organize place cards by table number) • Signs • Tins with butter mints inside – either on the gift table or at each setting TBD • 2 dog crates (one for my service dog, one for a friend's. one is wire, the other is soft sided). Other service dog handlers will also be bringing kennels for theirs as well • Tissues for ceremony – 150 of them, one for each • Champagne Glasses • Champagne glasses for bride and groom | Bride with Renee (or her staff) |

| | | | |
|--|--|---|--|
| | | <ul style="list-style-type: none"> • Cake Stands (from bride) • Cake Knife and Server • To Go boxes for cake • Cocktail napkins • Coasters • Bubbles for after ceremony • Masks (will go into out of town bags, with backup at Reiman) | |
|--|--|---|--|

Thursday:

| <input checked="" type="checkbox"/> | Time | Activity | Participants |
|-------------------------------------|------|---|----------------------------|
| | | Wedding Party and FOB to arrive in town | FOB and Wedding Party |
| | | Reverend meeting in Ames at Reiman. | Bride, Groom, and Reverend |
| | | Amani Massages today | Amani |

Saturday:

| <input checked="" type="checkbox"/> | Time | Activity | Participants |
|-------------------------------------|----------|--|-----------------------------|
| | | Note: *Bride to bring marriage license to rehearsal | Bride |
| | 10:00 AM | Mani and Pedi's / Mercedes nails: Done by 12:30pm | Ladies / Mercedes nails |
| | 2:00 PM | Majestic leaves to go to Ames | Wedding Party |
| | 3:00 PM | Wedding Rehearsal: Ceremony: Ushers: Seating Order: See Ceremony Sheet* Greeters / Guest Book / Programs: Yes, from bride Procession: See ceremony sheet Post Ceremony: | Wedding Party and Officiant |

| | | | |
|--|---------|---|------------------------|
| | 4:00 PM | Rehearsal concludes and Majestic head to Fire Creek | Wedding Party |
| | 5:00 PM | Wedding Party dropped off at Fire Creek | Wedding Party |
| | 5:30 PM | Arrive to pick up significant others at Element | Wedding Party / Dates |
| | 5:30 PM | Dinner – Fire Creek Des Moines <i>Number of Guests: 30 Invited</i> | Wedding Party |
| | 9:30 PM | Dinner ends – Majestic to take guests back to Element | Wedding Party / Guests |

Sunday:

| <input checked="" type="checkbox"/> | Time | Activity | Participants |
|-------------------------------------|---------|---|-------------------------------|
| | Morning | Breakfast from Element Hotel | Wedding Party |
| | 7:30 AM | Transport to Hair and Makeup: At Element Hotel *On their own / ladies will already be at the hotel | Element Hotel |
| | 8:00 AM | <p>Hair and makeup Hair: Provided by Brianne 8-8:15am: set up 8:15-9am: Lindsay (MOG) and Bianca 9a-9:45a: Tara and Libby 9:45a-10:30a: Lauren and Michaela 10:30a-11:15a: MOB and Nicole 11:15a-11:30a: BREAK 11:30a-12:15p: Remi and Jules 12:15p-1p: Corinne and Apollonia 1p-1:45p: Alyssa and Elycia 1:45p-2:00: clean up *Ladies must be masked for hair</p> <p>Makeup: Provided by Kelsi Ziemann (2 artists) 8-8:15am: set up 8:15-9am: Tara and Caitlyn 9a-9:45a: Lindsay (MOG) and Bianca 9:45a-10:30a: Lauren and Libby 10:30a-11:15a: Jules and Remi 11:15a-11:30a: BREAK</p> | Ladies with Brianne and Kelsi |

| | | | |
|--|----------|--|------------------------------|
| | | 11:30a-12:15p: Elycia and Alyssa 12:15p-1p: Nicole and Michaela 1p-1:45p: Apollonia and Corinne 1:45p-2:30p: Kelly (MOB) and touchups 2:30-2:45 exit | |
| | 9:30 AM | Shaving schedule: 9:30 am-10:15: Michael 10:15-11am: Grant 10:45-11:45: Tim 11-11:45am: Charlie 11:45-12:30pm: Patrick 11:45-12:30: Evan 12:30-1:15: Earl 12:30-1:15: Rick | Guys / Scissors & Scotch |
| | 9:30 AM | <u>Doors open at venue</u> Saley on-site for setup | Reiman |
| | 9:30 AM | <u>Flowers and Décor:</u> <ul style="list-style-type: none"> • Personal flowers delivered to Element Hotel (along with hair flowers) • Setup at venue – time needs confirmed with venue – TBD • Saley Note: Both 1st rows should be empty at each side for the wedding party to sit • Bubbles and tissues should be placed on chairs for the ceremony | Saley |
| | 10:30 AM | Photographer on-site Video on-site *Ends 10:30pm | Photos - Amelia Renee Photos |
| | 11:00 AM | Lunch: Provided by Element Hotel for all | Ladies and Guys |
| | Noon | Anthony on-site at Element Hotel to gather phone (cords, power, etc.) from Corinne <ul style="list-style-type: none"> - Sarah to remain at the hotel to assist with the wedding party and to help guests get into their transportation. | Out of Box |

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| | Noon | Lauren – Video on-site (leaving at 10pm) | Video - Lauren McDonald |
| | 1:30 PM | Anthony (and staff) arrives at Reiman to setup escort cards, menu cards, butter mints, guestbook area, etc. | Out of Box |
| | 2:00 PM | Mel's Sweet Occasions *between 2 and 3pm | Melissa Bowker |
| | 2:30 PM | DJ Setup – between 2:30 to 3pm | DJ – Complete Music |
| | 2:30 PM | Caterer on-site for setup | Christini's |
| | 2:30 PM | Cellist sets up (between 230pm and 3pm) | Cellist |
| | 2:45 PM | All hair, makeup, and lunch done at this time. | Ladies and Guys |
| | 2:45 PM | Getting Dressed: Location Element Hotel | Ladies and Guys |
| | 2:45 PM | All dressed ready to go | Ladies and Guys |
| | 3:15 PM | Majestic Arrives to load in: <ul style="list-style-type: none"> - Ladies and Grooms people (minibus) - Guests – 2 coaches (On their Itinerary) - Groom's family with groom (car) | Majestic Guests Groom's family |
| | 3:25 PM | MOB (with Sarah) to make sure groom has departed before Bride walks into lobby | MOG / Bride |
| | 3:30 PM | Majestic Departs: <ul style="list-style-type: none"> - Ladies - Guests (Itinerary) - Groom's family (car) | Ladies Guests (Itinerary) Groom's family (car) |
| | 3:30 PM | Bride's Family and Bride departs | Ladies |
| | 4:30 PM | Majestic group arriving at Ceremony venue: <i>Pin flowers</i> <i>*MOG to take care to make sure the groom is in hiding</i> | Groom's people |
| | 4:30 PM | Bride and bride's family arrives MOB to make sure the groom is in hiding before the bride exits the vehicle. <i>*Bride may stay in the vehicle until the ceremony, this may be the easiest plan</i> | Bride and Bride's family |
| | 4:30 PM | Freshen up for ceremony | All |
| | 4:30 PM | Guests begin to arrive: | All |

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| | | Ushers in place Guests to go over the bridge to their ceremony seats | |
| | 4:45 PM | Lineup for ceremony | Wedding Party |
| | 5:00 PM | Ceremony *Both 1 st rows should be empty at each side for the wedding party to sit | All |
| | 5:45 PM | Ceremony Ends: *Guests will blow bubbles Bride and Groom to loop back to the altar for photos | All |
| | 5:45 PM | Post Ceremony Photos: <u>Family Photos:</u> Bride with Bride's mother (Corinne, Kelly) Bride with Bride's father (Corinne, Earl) Bride with Bride's brothers (Corinne, Patrick, Evan) Bride with bridal party (individually and as a group) Bride with Groom's mother (Corinne, Lindsay) Bride with Groom's father (Corinne, Rick) Bride with Groom's sister (Corinne, Libby) Bride with Sisters-in-Law (Corinne, Libby, Lauren, Michaela) Bride with Bride's cousins (Corinne, cousins in attendance) Bride with Bride's aunts and uncles (Corinne, Aunts and Uncles in attendance) Bride and Groom with Bride's extended family (Corinne, Tim, bride's extendeds in attendance) Groom with Groom's mother (Tim, Lindsay) Groom with Groom's father (Tim, Rick) Groom with Sister (Tim, Lindsay) Groom with groomsparty (individually and as a group) Groom with Bride's mother (Tim, | Photographer - Amelia Renee Photography |

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| | | <p>Kelly) Groom with Bride's father (Tim, Earl) Groom with Bride's brothers (Tim, Patrick, Evan) Groom with extended family (Tim, extended family present)</p> <p>B&G with bride's parents (Tim, Corinne, Kelly, Earl) B&G with groom's parents (Tim, Corinne, Lindsay, Rick) B&G with bride's brothers (Tim, Corinne, Patrick, Evan) B&G with sisters-in-law (Tim, Corinne, Michaela, Libby, Lauren) B&G with grooms and bridal party (Tim, Corinne, Apollonia, Elycia, Alyssa, Nicole, Remi, Lauren, Libby, Bianca, Tara, Michael, Grant, Charlie, Patrick, Evan) B&G with ring bearer (Tim, Corinne, Helena, Caitlyn, Renegade) B&G with flower girl (Tim, Corinne, Helena, Jules, Kita) B&G with Helena Helena with Renegade and Kita</p> | |
| | 5:45 PM | <p>Cocktail Hour: Guests can grab food and drink at their leisure. *All passed no app station *Suggested to add staff to pass wine/beer *Bridesmaids bouquets at the cake table</p> | All |
| | 6:30 PM | DJ invites guests to sit for the Grand Entrance | DJ |
| | 7:00 PM | Line up for Grand Entrance with everyone / Whole wedding party MC: Complete Music | Guests |
| | 7:15 PM | <p>Grand Entrance: Song: Higher Love (remix)-Kygo and Whitney Houston *Just first name – DJ has script <i>Coming from outside the room</i></p> | All and DJ Complete Music |
| | 7:30 PM | Welcome by FOB: | FOB and DJ Complete Music |

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| | | <p>FOB ready and DJ ready with Microphone</p> <p><i>Welcome guests, have the FOB then thank them for being here, and invite them to enjoy dinner, drinks, and dancing</i></p> <p><u>Prayer:</u> Nicole</p> | |
| | 7:35 PM | <p>Catering: Catering to headtable, family tables, and then all guests. *Caterer to cut cake so it's plated and read to eat during toasts.</p> | All / Catering |
| | 8:30 PM As soon as the last guest gets their food | <p>Cake Cutting: *This can happen while champagne glasses are being passed out. MC to announce MC: <i>Please draw your attention to the bride and groom for cake cutting!</i></p> <p>Notes: Cake Cutting by caterer Plates, napkins, forks by Caterer Boxes for leftover from MOB *Caterer to fill the boxes with any left-over cake</p> <p>Champagne Glass (from Bride) Cake knife & server (from Bride), plate, napkin, forks (from Caterer)</p> <p>Place rice crispy treat favors out for guests to grab</p> <p>Song: "Wherever you will go" by The Calling</p> | All and DJ Complete Music |
| | 8:35 PM | <p>Champagne Glasses for Toasts:</p> <ul style="list-style-type: none"> • Caterer to pass champagne glasses. Glasses to filled in the back and then brought out. • Cake should be served to the head table (the rest to go on a cake table) • Anthony to work with caterer on timing | Caterer and Saley |

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| | 9:00 PM | Cake Course: Cake placed out on a table for guests to grab (togo boxes to come out later). DJ to invite guests to grab cake at their leisure. | Caterer and DJ Complete Music |
| | 9:00 PM As soon as last person gets their champagne glass / Cake | Toasts: <ul style="list-style-type: none"> • Maid of honor • Best Maid • FOB • Bride and Groom – Thank you | All and DJ Complete Music |
| | 9:15 PM | Shoe Game | All |
| | 9:30 PM | First Dance: <ul style="list-style-type: none"> • First Dance – All of Me by John Legend • Mother / Son – Go Places • Father / Daughter – Unforgettable – Nat and Natalie Cole | All and DJ Complete Music |
| | 9:45 PM | Everyone dances: <ul style="list-style-type: none"> • Bouquet toss – Yes • “Stuffed Animal Toss” – For adoption • Garter toss – No | All and DJ Complete Music |
| | 9:45 PM | Final To Do's: <ul style="list-style-type: none"> • Out of Box to load gifts into MOB's limo • Anthony to help box up cake for guests to take home at the end of the night • Anthony to place rice crispy treat gift bags on this table too | Out of Box / Saley |
| | 10:00 PM | Out of Box service to end Lauren – Video - Ends | Out of Box / Anthony / Lauren |
| | 10:30 PM | Amelia service ends | Amelia - Photos |
| | 10:45 PM | Last Call Guests begin to leave | All and DJ Complete Music |
| | 11:15 PM | Music Stops and Bar Closes | All |
| | 11:15 PM | Busses arrives to pickup guests | All and DJ Complete |
| | 11:30 PM | Guests and all leave | All |
| | 11:45 PM | Busses Leave with Guests | All |
| | Midnight | Doors close at venue | All |

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Monday:

| <input checked="" type="checkbox"/> | Time | Activity | Participants |
|-------------------------------------|---------------------------|--|--------------|
| | 9:30 AM | Doors open for take down | |
| | 8:00 AM to 11:00 AM | Brunch at Element Hotel | Guests |
| | Noon | Take down ends: Take down has to be before noon | |
| | 4:00 PM | Fly out | Guests |

Timeline Checklist:

| Item | Completed | Note |
|---|-----------|------|
| Update all TBD timeline items | | |
| Share timeline with all vendors | | |
| Share timeline with all wedding party, family, and friends | | |
| What date leaving for honeymoon? | | |

Vendor Details:

| | | | | |
|---------------------------------------|---------------------------------|---------------|------------------------|--------------|
| Wedding Coordinator and Florist | Out of Box Productions | TBD | Anthony and Saley | 515 710 6658 |
| Stationary Makeup Artist | Swoozies | n/a | Catherine (Cat) Walker | 904-778-5308 |
| Hair stylist | Kelsi Ziemann Artistry | 8:00 AM | Kelsi Ziemann | 515-822-2082 |
| Photography | Hair by Brianne | 8:00 AM | Brianne Laws | 515-770-3673 |
| | Amelia Renee Photography | 1:00 PM | Amelia Renee | 319-830-3152 |
| Caterer | Christiani's Caterine | Setup 2pm? | Peter Worsham | Phone |
| DJ | Complete Weddings and Events | Setup 2pm? | Sue Bennett | 515-266-1355 |

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| | | | | |
|-----------|-------------------------|----------|----------------|--------------|
| Venue | Reiman Gardens | 4:30 | Renee Rule | 515-294-8994 |
| Bakery | Mel's Sweet Occasions | 2 to 3pm | Melissa Bowker | 515-233-2222 |
| Transport | Majestic limo and coach | 15:15 | | 515-650-5555 |
| Officiant | Nicola Bowler | | | |

Key Details:

| Detail: | Comment: |
|----------------------------------|---------------------------|
| Linen provider: | Beck – Ivory with overlay |
| Table Numbers and their holders: | From Bride |
| Dog collars, etc. | From Bride |
| | |

Notes for coordination staff:

Corinne Googe

Party 1's Mother's name

Kelly

Party 1's Father's name

Earl

Please detail step parents here:

none

Party 1's cell phone number

904-910-1665

For Party 1, what drink would you like most the night of the reception?

champagne/signature cocktail, coke, water with lemon

For Party 1, any dietary restrictions or allergies?

None

Timothy DuFresne

Party 2's Mother's name

Lindsay

Party 2's Father's name

Rick

Please detail step parents here:

none

Party 2's cell phone number

714-421-3950

For Party 2, what drink would you like most the night of the reception?

cranberry juice, signature mocktail, water with lemon

For Party 2, any dietary restrictions or allergies?

None