

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

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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".

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	Element Hotel

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		*On their own / ladies will already be at the 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 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</p>	Ladies with Brianne and Kelsi
	9:30 AM	<p>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</p>	Guys / Scissors & Scotch
	9:30 AM	<p><u>Doors open at venue</u> Saley on-site for setup</p>	Reiman

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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
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	<u>Majestic Arrives to load in:</u> <ul style="list-style-type: none"> Ladies and Grooms people (minibus) 	Majestic Guests Groom's family

		<ul style="list-style-type: none"> - Guests – 2 coaches (On their Itinerary) - Groom's family with groom (car) 	
	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: Ushers in place Guests to go over the bridge to their ceremony seats	All
	4:45 PM	Lineup for ceremony	Wedding Party
	5:00 PM	Ceremony <i>*Both 1st rows should be empty at each side for the wedding party to sit</i>	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	Photographer - Amelia Renee Photography

		<p>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)</p> <p>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, 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)</p>	
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		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	
	5:45 PM	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	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	Grand Entrance: Song: Higher Love (remix)-Kygo and Whitney Houston *Just first name – DJ has script <i>Coming from outside the room</i>	All and DJ Complete Music
	7:30 PM	Welcome by FOB: FOB ready and DJ ready with Microphone <i>Welcome guests, have the FOB then thank them for being here, and invite them to enjoy dinner, drinks, and dancing</i> Prayer: Nicole	FOB and DJ Complete Music
	7:35 PM	Catering: Catering to headtable, family tables, and then all guests. *Caterer to cut cake so it's plated and read to eat during toasts.	All / Catering
	8:30 PM As soon as the last guest gets their food	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> Notes:	All and DJ Complete Music

		<p>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>	
	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
	9:00 PM	<p>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.</p>	Caterer and DJ Complete Music
	9:00 PM As soon as last person gets their champagne glass / Cake	<p>Toasts:</p> <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	<p>First Dance:</p> <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	<u>Final To Do's:</u> <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

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