

# OUT OF BOX

## event productions

Paige & Michael  
Sunday, September 19<sup>th</sup> 2021

### **The Details:**

Private Ceremony: 4:30 PM  
5pm – Final prep for reception guests  
Guest Reception: 5:30 PM  
Location:  
Noce

**Wedding Coordinator:**  
Anthony Marinaro  
515-710-6658

**Number of Guests: 76**

#paigeingthespauldings

**Please note: Do not cut, paste, or edit this timeline –  
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## Venue Access:

Day	Time	Note	Fee to add hours
Friday	None	None	N/A
Saturday	None	None they have an event already	N/A
Sunday	Day of	Noon at Noce	N/A
Monday	None	None	None

## 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".*

## Tuesday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
	Tuesday is ideal day for final walk through will need to approve with Noce	Final Walk-through <u>Personal Items Drop off:</u> <ul style="list-style-type: none"> <li>- Card Box</li> <li>- Guestbook on chalk board at Noce</li> <li>- Cake knife and server</li> <li>- Ring Bearer – car (not pillow)</li> <li>- To Go Boxes</li> </ul>	Bride, Groom, Kristin, and Anthony / MOB

## Saturday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
		Noon to 3pm – drop off items	Bride and Groom
		Maybe Golf	
	3:00 PM	Hotel Checkin – Des Lux	Des Lux
		Please note – no rehearsal today at the Noce has a wedding today.	All
		Rehearsal / Family Dinner - Salt	
	9:30 PM	Bride to stay at Des Lux and groom to stay at their home	Bride

## Sunday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
	Morning	Wake up – Breakfast	Wedding Party
	7:45 AM	Transport to Hair & Makeup to Des Lux: Driving on their own.	Ladies / Des Lux
	8:00 AM	<b>Hair (8am) and makeup (9am)</b> Hair: Provided by Blush Parlor Makeup: Provided by Blush Parlor	Ladies / Des Lux
	11:00 AM	<b>Steph on-site at Des Lux for getting ready photos / Complete Music for video</b> *Paige have box of detailed items for Steph	Steph / Des Lux / Complete Music
	11:00 AM	<b>Saley deliver personal flowers to Des Lux</b>	Saley
	11:30 AM	<b>Lunch:</b> Provided by Jimmy John's Des Lux	Ladies and Guys
	Noon* See notes	Doors open at Noce <b>*front park of the building at noon and will be able to get into the back a bit after 12:20pm.</b> *Table and chair setup starts *Confirmed with Noce on 2/3/20	Noce

	Noon	Bouquets and Boutonnieres delivered to Des Lux - Saley	Des Lux / Saley
	Noon	<b>Hair and Makeup complete</b>	Ladies
	Noon	<b>Getting dressed</b> Location bridal suite at the hotel – Des Lux (confirmed on March 23 <sup>rd</sup> )	Ladies
	Noon	Guys dressed at Des Lux	Guys
	12:30 PM	<b>All dressed ready to go</b> <b>*Limited time for photos</b>	Ladies and Guys
	12:35 PM	Groom (only) with photographer in place at Des Lux for 1 <sup>st</sup> look – Anthony to pin flower on Groom (and groomsmen)	Groom / Steph / Anthony
	12:40 PM	<b>Bride makes her way into the first look area – Anthony to help</b>	Bride / Anthony
	12:45 PM	<b>First Look and Vow Exchange at Des Lux</b> <b>*Steph time with B&amp;G at hotel</b>	Photographers with Bride and Groom only
	1:00 PM	<b>Tables and Chairs are setup</b> <b>*Flowers and décor items setup after</b> <b>*DJ can arrive for setup</b> <b>*Cake with Cupcakes – sweets may arrive for setup</b> <b>*Unload from the front (Saley)</b>	Noce  Saley
	1:00 PM	<b>Couple Photos</b>	Photographers with Bride and Groom only
	1:30 PM	<b>Wedding Party Photos:</b> <b>*Maybe off-site</b> <b>*Transportation: Majestic (130 to 4pm)</b>	Wedding Party
	2:00 PM	<b>Whole wedding party (family too) transports to Noce for rehearsal</b> <b>*Transportation: Majestic</b>	Bride and Groom
	2:15 PM	<b>Wedding party &amp; Family arrives at Noce for walking rehearsal</b> <b>*Transportation: Majestic</b> <b>*Majestic heads back over to Des Lux to pick up family</b>	Wedding Party and Family
	2:15 PM	<b>Walking Wedding Rehearsal with wedding party</b> <b>*With wedding party only</b> <b>See Ceremony Sheet</b> <b>*Sign marriage license – Cubby to officiant</b>	Walking Wedding Rehearsal

	2:30 PM	<b>Walking Wedding Rehearsal with wedding party AND family</b>	Walking Wedding Rehearsal
	2:30 PM	<b>DJ Setup</b>	DJ Andy - Cubby
	2:45 PM	<b>Family Photos:</b> Groom w/ Father and Mother- Michael and Pam Groom w/ Father, Mother and sister- Michael, Pam & Sierra Groom w/ Best Man- Will Groom w/ MIL- Sheila Groom w/SIL- Sara Bride w/ Mom- Sheila Bride w/ Sister- Sara Bride w/ Grooms Family- Michael, Pam, Sierra. Sara, Joe, Lydia, and Dean Robinson.	Wedding Party & Family
	3:30 PM	<b>Wedding Party Photos and Location Shots (part 2) – in the area</b> <b>Transportation: Majestic</b>	Wedding party
	4:00 PM	<b>Wedding Party Return to Noce</b> <b>*Transportation: Majestic</b>	Wedding Party
	4:00 PM	<b>Guests begin to arrive:</b> <b>*No ushers staff to assist</b>	All
	4:15 PM	<b>Arrive at Noce</b> - <b>Enter and head into greenroom</b> Freshen up for ceremony	Wedding Party
	4:15 PM	<b>Guests begin to sit for ceremony</b>	All
	4:20 PM	<b>Lineup for ceremony</b>	Wedding Party
	4:30 PM	<b>Ceremony</b>	All
	5:00 PM	<b>Ceremony Ends &amp; Move chairs:</b> <b>Groomsmen to help move chairs.</b> Bride and Groom to head to have a private moment – alone. <b>*Noce to have Champagne and whiskey smash after the ceremony</b> <b>*Move aisle decor</b>	All
	5:30 PM	<b>Guest Reception Begins:</b> <b>Cocktails &amp; Stations:</b> Guests can grab food and drink at their <u>leisure</u> .	All
	6:00 PM	DJ invites guests to gather around for the Grand Entrance	DJ
	6:00 PM	Line up for Grand Entrance – The <u>whole</u> wedding party	Guests

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		MC: Mr. and Mrs. Spaulding	
	6:15 PM	<b>Grand Entrance:</b> Song: From DJ Cubby – Pitbull – Blake Shelton <i>Coming from main entrance</i>	All and DJ
	6:20 PM	<b>Welcome by Groom:</b> Groom ready and DJ ready with Microphone <i>Welcome guests, have the Groom then thank them for being here, and invite them to enjoy dinner, drinks, and dancing</i> Prayer: No	DJ and Groom
	6:25 PM	<b>Dinner, drinks, fun!</b> People still enjoy food stations and drinks	All
	As Directed	Golden hour photos – as directed by the photographer FYI: Sunset is between 630 and 7pm	Photos / Bride and Groom
	7:00 PM As soon as it looks like stations lines aren't as long	<b>DJ Invites guests to grab a drink and get ready for cake cutting and toasts.</b> <b>*DJ check with Anthony on timing</b>	DJ
	7:15 PM	<b>Toasts:</b> Man of honor Ben Bride and Groom – Thank you	All and DJ
	7:30 PM	<b>Cake Cutting:</b> MC to announce <b>MC:</b> <i>Please draw your attention to the bride and groom for cake cutting!</i> <b>Notes:</b> Plates, napkins, forks by Maybe bride or groom (or The Radish) Boxes for leftover by bride to buy on <b>Amazon.</b>  Do <b>not</b> save top tier as Molly's provides an anniversary cake Cupcakes for the rest of the guests.	All and DJ

		Champagne Glass (from From Bride) Cake knife & server (from Bride and Groom) plate, napkin, forks (from Caterer)  <b>Song:</b> DJ – <i>Grow Old with You</i>	
	7:35 PM	<b>First Dance:</b> First Dance – One Man Band Mother / Son – Simple Man – Jenson	All and DJ
		<b>Everyone dances</b> <del>Bouquet toss – No</del> <del>Garter toss – No</del>	All and DJ
	8:00 PM	Out of Box to load gifts into maybe sister of the Bride's car – Sara - Out of Box to load personal items in Sara's car - <b>Load books into the boxes</b>	Out of Box
	9:00 PM	Out of Box service to end <u>Please note:</u> <i>We will do our best to say goodnight, but if you're in the middle of the dancefloor we will not interrupt the fun but will checkout with the venue who will take over duties. We will be a phone call or text away if you need anything: 515 710 6658</i>	Out of Box
	10:00 PM	<b>Last Call</b> <ul style="list-style-type: none"> <li>• Guests begin to leave</li> <li>• Saley's staff to return to pick up centerpiece items and linens</li> </ul>	All and DJ
	10:15 PM	<b>Bar Closes and cleanup</b>	All

### Sunday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
		No brunch	Guests

### Thursday the 23<sup>rd</sup>:

<input checked="" type="checkbox"/>	Time	Activity	Participants
		Pickup boxes	

### 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?	2021	When?

### Vendor Details:

<input checked="" type="checkbox"/>	Type	Company	Start time	Phone
	Coordinator	Out of Box	1pm	
	Caterer	The Radish	Between 3 and 330pm	
	Venue	Noce	Noon	
	Flowers	Saley	12:30pm	
	Photos	Stephanie DeJong	11am 9 hours	
	Video	Complete Weddings	11am to 8pm	
	Cake	Mollys		
	DJ	Andy Powell "Cubbie" with Select entertainment	230pm	
	Hotels	Des Lux		
	Chalk		1230pm	
	Shuttle	Majestic		

### Key Details:

Detail:	Comment:

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Linen provider:	Maybe Beck (Noce if they have it)
Cocktail Tables:	We will need to bring in from Beck Events

**Coordinator Notes:**

Paige Nelson

Party 1's Mother's name

**Sheila Nelson**

Party 1's cell phone number

**3147913710**

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

**White Wine**

Engaged Party Name 2

**Michael Spaulding Jr**

Party 2's Mother's name

**Pam Spaulding**

Party 2's Father's name

**Michael Spaulding**

Party 2's cell phone number

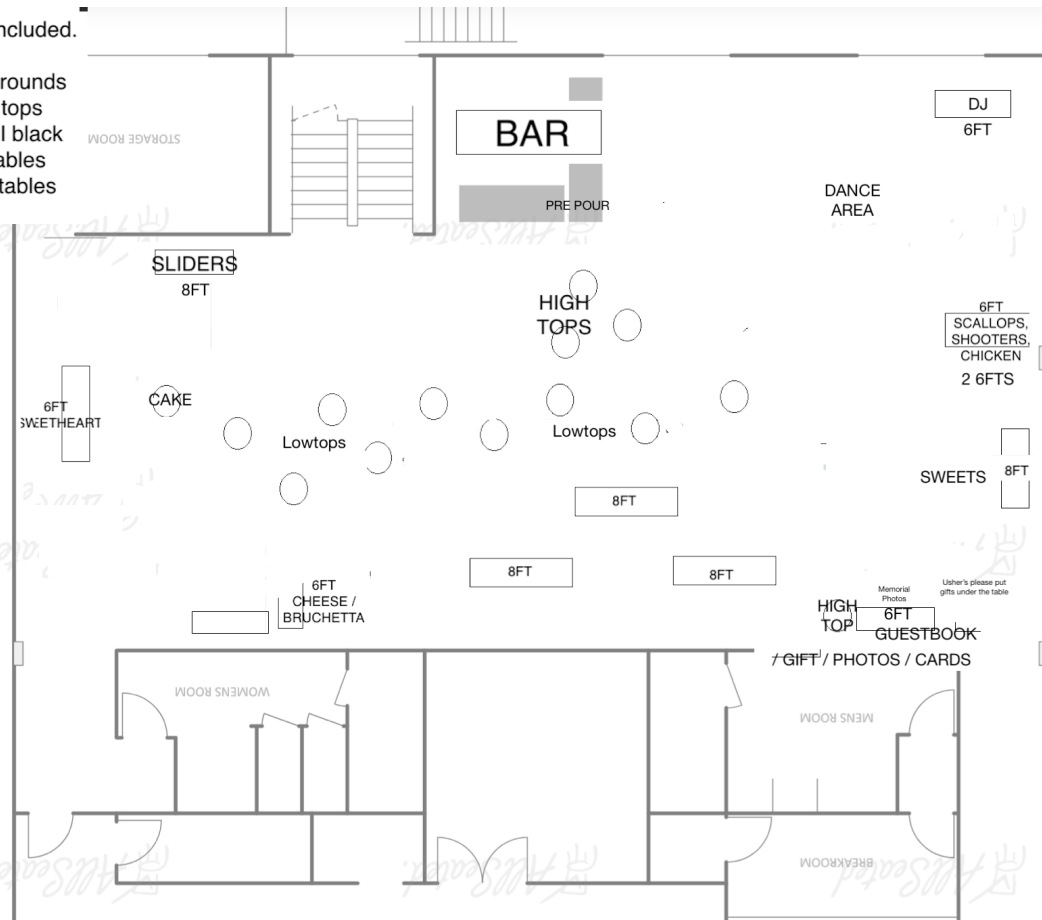
**608-728-4806**

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

**Whisky Cocktail**

No linens are included.

- 25- 30" small rounds
- 4- 30" high tops
- 160 chairs- all black
- 6- six foot tables
- 5- eight foot tables



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