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UPDATED
10/31/24

OUT OF BOX

event productions

Alice & Jessica
Saturday, November 2nd 2024

The Details:

Ceremony: 5:00 PM
Reception: To Follow
Location:
The River Center
Des Moines

Wedding Coordinator:
Anthony Marinaro
515-710-6658

Number of Guests Invited: 97

Please note: Do not cut, paste, or edit this timeline –
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event productions

Highlights – Itinerary:

Rehearsal:

4pm on Nov 1st at The River Center

Key Moments:

9:00 AM	Hair and Makeup
2:30 PM	Dressed and ready to go
11:30 AM	All lunch – including the guys (guys dressed ready to go)
2:45 PM	First Look and Couple Photos
3:30 PM	Wedding Party Photos
4:15 PM	Family Photos
5:00 PM	Ceremony
5:30 PM	Cocktail Hour / Bride's private moment - alone
6:30 PM	Grand Entrance
To follow	Dinner / Cake Cutting / Toasts
8:15 PM	First dance and Formal Dances
8:30 PM	Dancing!
10:30 PM	Last call
10:45 PM	Bar closes

Venue Access:

Day	Time	Note	Fee to add hours
Friday	None	Maybe 4pm	N/A
Saturday	Day of	9am	
Sunday	None	TBD – depending on bookings	N/A
Monday	TBD	This is TBD – lost and found pickup	TBD

Venue Important Rules:

Reh date opens closer to the date

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”.

Looking at 23rd or 24th – Noon will do over phone

<input checked="" type="checkbox"/>	Time	Activity	Participants
		Final meeting – day/time. TBD	Bride, Bride, Out of Box, Catering

Friday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
		Note: *Bride to bring marriage license to rehearsal	Bride
		Hotel check in	Guests
	If they allow this...	<u>Personal Items Drop off:</u> Dresses Guestbook Guestbook pens Card Box or Card Holder Memorial Photos Couple and/or family photos Menu Cards Ceremony Programs Camera and film for guests to take candid photos Escort Cards and/or place cards (Please alphabetize the escort cards and organize place cards by table number) Signs Bathroom Baskets Decor Items (list below) table centerpiece- mason jars, Christmas lights, white flowers, candles (not flame), number signs welcome table- welcome sign, pictures of us, guestbook Stair decorations- white flowers probably from Costco, candles (no-flame)	Brides

		***Send a photo mockup of your centerpiece once items are purchased	
	2:30 PM	Staging items / setup guestbook full / stage centerpieces / setup bridal suite	Wedding Party Family
		Call time: All People in wedding in party for wedding rehearsal.	Wedding Party
	4:00 PM	Rehearsal <u>Note:</u> See Ceremony Sheet for the details Programs: No *No license needed	Wedding Party and Officiant
	6:00 PM	Dinner – Trostills Greenbrier <i>Number of Guests: 25ish</i>	Wedding Party / All Guests
	9:30 PM	Rehearsal dinner end time	All

Saturday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
	8:45 AM	Transport to Hair and Makeup: River Center *will drive on their own	Ladies
	9:00 AM	Hair and makeup: River Center Hair: Provided by Hello Darlin Glam Makeup: Provided by. Hello Darlin Glam Schedule: 8 people total HAIR - Jessi @hellodarlinjessi 9:00 AM - Marie 9:40 AM - Alice (1 hr.) 10:40 AM - Jessica (1 hr.) 11:40 AM - Hannah 12:20 PM - Katie 1:00 PM - Touch ups / Finished HAIR - Jen @jensmize 11:35 AM - Sharon (MOB) 12:10 PM - Nancy (MOB) 12:45 PM - Bre 1:20 PM - Touch ups / Finished MAKEUP - Steph V. @nanivbeauty 9:00 AM - Katie 9:40 AM - Nancy (MOB) 10:20 AM - Sharon (MOB) 11:00 AM - Alice (1 hr.)	Ladies Hello Darlin Glam River Center

		<p>12:00 PM - Jessica (1 hr.) 1:00 PM - Touch ups / Finished</p> <p>MAKEUP - Katelyn @hellodarlinkatelyn 11:30 AM - Bre 12:05 PM - Marie 12:40 PM - Hannah 1:15 PM - Touch ups / Finished 9am to 1/1:15pm *Both brides' together</p>	
	10:00 AM	<p>Snacks: Coordinated by Bride's</p>	Bride's
	10:00 AM	Venue Doors Open	Venue
	10:00 AM	<p style="text-align: center;">Décor Setup</p> <p>Family to direct</p> <ul style="list-style-type: none"> • All centerpieces should be full setup on a holding table for after the ceremony / boxes stored • Lights and any other décor items setup • Guestbook table (done on Friday) • Welcome signs • All items ready and set – with a plan for the room flip <p>Note: Tables may be setup in other room to be moved in after the ceremony or centerpieces will need staged</p>	Venue Family
	11:30 AM	<p>Lunch: River Center Coordinated by Alice's or Melanie Kidder (remember we are next to Jimmy John's) <i>Advice from Out of Box</i> Simple food, no garlic, or onions. Earlier delivery lunch so it's there and ready for ladies to have at their leisure.</p>	Wedding party Melanie Kidder
	11:30 PM	<p>Guys join for lunch: *Dressed ready to go Jess's brother is helping arranged this – Ryan *4 guys Location: River Center</p>	Guys
	1:00 PM	<p><u>Personal Flowers – remove them from the refrigerator:</u> Delivery Location: River Center</p>	Bride's

		*Bouquets – no bouts and corsages	
	1:00 AM	Photographer onsite: River Center Photog Arrives // Details // Hanging Out Number contract hours: 8 No 2 nd shooter 340 SW 3rd Street Des Moines, IA *Bride’s will have a detail box	Photographer – Mandi
	1:00 AM	<u>Getting ready photos & Detail ‘shots’ Photos:</u> <u>For example:</u> Invites, toasting glasses, rings, etc.	Photographer – Mandi
	1:00 PM	Out of Box on-site to assist with final setup details/check-in vendors and get ready for first look (8 hours)	Out of Box
	1:30 PM	Mothers dressed to help ladies	Mothers
	2:00 PM	All hair, makeup, and lunch done at this time.	Ladies
	2:00 PM	Wedding party getting Dressed / Getting ready photos Location River Center	Wedding party Photog
	2:00 PM	Distribute flowers	TBD
	2:00 PM	Jessica into Dress – Photos MOB to help	Bride, Mom, Mandi
	2:20 PM	Alice into dress – Photos MOB to help	Bride, Mom, Mandi
	2:30 PM	Wedding Party Dressed Ready to Go!	Venue
	2:45 PM	First Look Location at River Center Staircase	Venue Couple
	2:50 PM	<u>Couple Photos:</u> Location at River Center	B & G with Photographers
	3:30 PM	<u>Wedding Party Photos:</u> Location: River Center	Whole wedding party with Photographer
	4:00 PM	Place ceremony seating cards	Out of Box
	4:00 PM	<u>Family Photo Prep</u> Photo Wrangler: This person knows each side of the family and can call them to line up for photos. <u>Wrangler – Alice side:</u> Alice on her own <u>Wrangle – Jess side:</u> Laura	Family with brides and Photographers

4:15 PM As soon as flowers are given	Family Photos Family Photos: couple with Green family (Warren, Nancy, Marie, Sean, Joe) couple with Ingebrand family (Sharon, Ryan, Tyler, Laura, Tara, Sierra) couple with siblings (Marie and Joe) and (Ryan and Tyler) couple with Sharon couple with Warren and Nancy couple with wedding party (one with girls and one with boys and one with all) couple with grandma Rose and grandpa Jerry	Family with BRIDES and Photographers
4:30 PM	Wedding party clean up wedding party suite *Pack away items / toss items	All wedding party
4:30 PM	Pre-ceremony photos are finished	All
4:30 PM	Freshen up before ceremony	Wedding Party
4:30 PM	Ushers in place	All
4:30 PM	Guests begin to arrive: <ul style="list-style-type: none"> • Ushers to assist • No formal seating • No 'sides' 	All
4:55 PM	Close guest book – all guests in lobby should sit to clear the way for the wedding party	Wedding Party
4:55 PM	Lineup for ceremony	Wedding Party
5:00 PM	Ceremony	All
5:30 PM	Directly after ceremony: Usher releases rows – guests join cocktail hour	Wedding Party
5:30 PM	Bride's private moment Vows No planned photos - alone	Brides
5:30 PM	Cocktail Hour Upstairs Guests can grab food and drink at their leisure. <ul style="list-style-type: none"> • Pre-pour drinks (white sangria) and apps (ready upstairs) – 70 ready on a 6ft • Usher to help with grandparents to elevator • The brides will join cocktail hour (photos too) 	All River Center - Upstairs
5:30 PM	Room Flip & Setup Family to direct Items should be 100% staged ready to go	All

	6:05 PM	Photos: <ul style="list-style-type: none"> • Photog cocktail hour and room photos – Room shots • Post ceremony family photos with extended family 	Photog
	6:15 PM	<ul style="list-style-type: none"> • DJ invites guests to sit for the Grand Entrance • Private moment – brides will go into getting ready room during this time 	DJ Brides
	6:15 PM	Line up for Grand Entrance: DJ to line up wedding party, go through the order, and confirm everyone is ready. Location: Glass doors (same entrance as ceremony)	Wedding party DJ
	6:30 PM	Grand Entrance Song: Black and White Glass doors (same entrance as ceremony) – backup option service staircase Script: Ladies' and gentlemen give it up for the wedding party – make a tunnel – The reason we are all here – Jessica and Alice Green *After wedding party can find their seats	All and DJ Brides
	6:35 PM Directly to follow	Welcome by DJ: DJ ready with Microphone Script: <i>Thank you for being here especially those who have traveled far, we welcome you. Staff will be around to release your tables for dinner. Please enjoy drinks, dinner, and dancing with us later!</i> Blessing: Amy - officiant	DJ
	6:45 PM	Dinner Catering flow – order: <u>Sweetheart table, then 10, 8, 9, 4, 5</u> Catering to sweetheart table, family tables, and vendors (so they can get back to work) If Buffet: River Center	All and Caterer

	<i>During dinner</i>	Brides make their way around to tables as they can	Brides
	6:45 PM	Out of Box to grab keys from the bride's car to have them available when loading gifts/personal items.	Out of Box
	7:30 PM	DJ Invites guests to grab a drink and get ready for cake cutting and toasts.	DJ
	7:45 PM	<p style="text-align: center;">Cake Cutting</p> <p>MC to announce MC: <i>Please draw your attention to the bride and bride for cake cutting!</i></p> <p>Top Tier Instructions: GF cake</p> <ul style="list-style-type: none"> • 2 pieces for brides, and one for Shelly or any other GF people • Macrons are GF too <p>Cake Details:</p> <ul style="list-style-type: none"> • How large? Small cake – 1 tier • Sweets from venue on side <p>Notes: Plates, napkins, forks by venue Boxes/Bags for leftover by <i>Bride's will buy</i> Champagne Glass (from venue) Cake knife & server (from <i>Out of Box</i>). plate, napkin, forks (from venue) Song: <i>DJ Choice</i></p> <p>***<i>Desserts to come out after dinner</i></p>	All and DJ
	7:50 PM	<p style="text-align: center;">Toasts</p> <p>1st – Alice's dad - Warren 2nd - Hannah 3rd – Ryan Bride's – Thank you</p>	All and DJ
	8:15 PM	<p style="text-align: center;">Family Dances</p> <p>First Dance – The Day that Dance is Over Darren Criss</p>	All and DJ

		Father / Alice – What a Wonderful World Louis Armstrong Mom / Jess – Song TBD	
	8:30 PM	Dancing!	All and DJ
	8:30 PM	Out of Box to load designated vehicle: <u>Vehicle:</u> Sharron's car <ul style="list-style-type: none"> • Gifts and Cards • Signs (any one's not needed anymore) • If applicable - Personal items: cake knife, etc. 	Out of Box
	Time directed by DJ/BRIDES	Bouquet toss: No Garter toss: No	DJ with Brides
	9:00 PM	Out of Box service to end: <i>Please note: 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
	9:30 PM	Late night snack – Pizza	Venue
	10:30 PM	Last Call	Venue
	10:45 PM	Bar Close	Venue
	10:55 PM	Last Song *Nothing official – DJ choice	All
	11:00 PM	DJ concludes, take down, guests depart	All
	11:00 PM	Family Cleanup Family cleanup 11pm to 11:45pm *Please remember to work with venue on all trash – items must be removed or placed in trash	Family
	11:00 PM	Removal of personal items: <ul style="list-style-type: none"> • Bridal Suite personal items • Wedding party personal items • Leftover cake • Leftover food (if applicable) • Flowers – brides aren't keeping them 	All
	11:45 PM	All depart	All
	Midnight	Door's lock	All

Removal of items:

Timing:	Item	Participants	Notes
During dinner	Gifts and cards	Anthony to place in Bride's car	
8:00 PM	Guestbook	Bride's car	
	Sweets	Guests will take – Sharron to take the rest	
n/a	Leftover	n/a	
10pm	Cake/sweets	Sharron to grab	
10pm	Bride's bouquets	Bride's will grab	
10pm	Flower stems	Guests are welcome to take home	
10pm	Personal items	Everyone	

Sunday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
	10:30 AM	Brunch at Hampton Inn	Guests

Timeline Checklist:

Item	Completed	Note
What date leaving for honeymoon?	Not right after	

Vendor Details:

<input checked="" type="checkbox"/>	Type	Company	Start time	Notes
	Coordinator	Out of Box	1:00 PM	Ph. 515 710 6658
	Caterer	River Center		
	Venue(s)	River Center		
	Officiant	Amy Gearhart		
	Flowers	On their own		

	Photos	Everlasting Photos 8 hours		
	Video	N/A		
	Cake/Sweets	River Center 1 small cake to cut and 300 small desserts		
	DJ	DJ Scott Tuder STE Events		
	Hotels	Hampton Inn		
	Transportation	n/a		
	Hair & Makeup	Hello Darlin Glam		
	Photobooth	n/a will use camera's on welcome table *Guestbook with blank pages		

4 ushers

Diagram notes:

	Sweetheart table
	13 guest tables

Other Details:

Detail:	Comment:
Linen provider:	Venue - White
Table Numbers:	From couple
Table number holders:	Note: when rented these do not come with the numbers From couple
Escort Sign:	From Out of Box
Cake Stand:	From River Center
Display for sweets:	From River Center
Plates/napkins/forks for sweets:	River center
Dinner napkins:	River center
Cocktail napkins:	River center
Cake knife & server:	From Anthony
Toasting Glasses:	From venue
Card Box:	Brides to buy

	I suggest little to go bags for left over desserts as a little favor

Catering & Bar:

Time:	Item:
70 pre pour	Pre-pour or passed – white fall sangria
645	Dinner – n/a
	Dinner drinks – n/a

Design Details:

Detail:	Comment:
Setup Time	
Personal flowers drop off	
Transfer	Yes or No
Take Down	
Ribbon Color	
Pinterest	

Alice Green

Party 1's Mother's name

Nancy Green

Party 1's Father's name

Warren Green

Party 1's cell phone number

816-394-8122

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

whiskey- old fashioned, jack and coke, etc

For Party 1, any dietary restrictions or allergies?

none

Engaged Party Name 2

Jessica Ingebrand

Party 2's Mother's name

Sharon Ingebrand

Party 2's Father's name

Scott Ingebrand

Party 2's cell phone number

515-868-5024

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

jack and coke

For Party 2, any dietary restrictions or allergies?

gluten intolerance

Please list the host hotel(s) for guests:

Hampton Inn

What is your wedding website link?

<https://www.zola.com/wedding/aliceandjessica2024>

How to use this timeline:

The timeline should be the master document that's used to for reference by the photographer, DJ, caterer, wedding party, family and the planning team. Please keep in mind the following:

- Please CC Anthony in all Vendor emails so that he can track notes and changes and add them to the timeline.
- Please share this timeline (once it's complete) with your DJ, photographer, and caterer. They will want to know they key details of the wedding and reception and this is the best way to inform them.
- All to be determined items will be identified using **TBD** and in yellow. This is your key To Do's to work on as you plan.
- When you are ready to have certain updates added to the timeline they should be emailed to Anthony in a bulleted list. Anthony will make the changes to the master timeline and sent it back to you. Anthony is the only one that makes timeline updates. Please do not try to edit the PDF with your updates. It's important that there is only 1 master file and that Anthony will do all the edits.
- Anthony can create a shorter timeline for the wedding party and the family. You do not need to create a separate literary for them. Anthony can take the master timeline and 'cut it down' to the key parts for the wedding party and family. Just email Anthony to request this. Anthony also provides a private website for your wedding party and family. Anthony can include any 'key info' on the site for you.
- We know you may want to make edits or suggested edits to this timeline. We do not allow this to be reproduced, no cutting & pasting. You can submit changes by sending a bulleted list of changes or go line by line with Anthony over the phone, these are the only options for edits to this document.