

Event-day timeline

Fill in your actual times and share the agreed version with the people involved.

Event / date

Timeline version

Day-of lead / contact

Backup / contact

Time	Moment	Owner	Location / cue
	Access and setup		
	Vendor arrivals		
	Sound / equipment check		
	Guest arrivals		
	Ceremony / welcome		
	Meal service		
	Toast / dance / activity		
	Family photo		
	Farewell and cleanup		
	All items out by		

Photo moments we want

Family group / entrance / toast / favorite detail / other: _____

Assign child supervision to an adult. Confirm permission before sharing photos. Leave breathing room between moments and check the venue's hard deadlines.