

PRINTABLE COORDINATION PACK

Wedding Day Timeline Template Pack

Build one accurate master schedule, then create clear versions for vendors, the wedding party, and guests.

ANCHOR · COORDINATE · DISTRIBUTE

START HERE

One Master Schedule, Four Useful Versions

Use the detailed master as the source of truth. Remove information - never invent new timing - when creating shorter versions for each audience.

1 ANCHOR

Add contractual and fixed times first: venue access, ceremony, service, transportation, coverage, and hard stops.

2 BUILD

Work backward from the ceremony for getting ready and portraits, then forward through reception and exit.

3 REVIEW

Ask each key vendor to review the timing that affects their work, setup, service, travel, and handoffs.

4 DISTRIBUTE

Create focused copies for vendors, the wedding party, and guests only after the master is stable.

WEDDING

Date: _____
Ceremony: _____
Reception end: _____

SOURCE OF TRUTH

Master version date: _____
Owned by: _____
Final approver: _____

USE WITH THE GENERATOR

Generate a first draft online, then use this pack to confirm real vendor inputs, build audience versions, and prepare the final handoff.

BUILD IN BOTH DIRECTIONS

Use the Ceremony as the Central Anchor

The ceremony time shapes the movement before it and the service, transitions, and celebration after it.

CEREMONY ANCHOR

Ceremony start: _____ Duration: _____ Location: _____

WORK BACKWARD

- Guest arrival begins
- Ceremony staging
- Portraits end
- First look and portraits
- Travel / loading
- Dressing complete
- Beauty services complete
- Getting-ready start

WORK FORWARD

- Recessional and transition
- Cocktail hour
- Reception opening
- Dinner service
- Toasts and formalities
- Open dancing
- Exit preparation
- Venue / vendor hard stop

THE TIMING TEST

Every block should show the people, place, setup, travel, and decision that make its start time possible.

SCHEDULE FOUNDATION

Fixed Anchors & Constraints

Record the times that cannot move easily. Confirm them against contracts and actual vendor guidance.

ANCHOR / CONSTRAINT	TIME	SOURCE	OWNER / CONTACT	CONFIRMED
Venue access begins				☐
Rental / floral load-in				☐
Photo / video coverage begins				☐
Transportation pickup				☐
Guest arrival window				☐
Ceremony start				☐
Cocktail hour				☐
Dinner service				☐
Golden-hour priority				☐
Entertainment end				☐
Couple exit				☐
Venue hard stop				☐

MASTER TIMELINE

Master Wedding Day Timeline - Part 1

Use for setup, getting ready, portraits, travel, guest arrival, and ceremony staging.

TIME	ACTIVITY	LOCATION	REQUIRED PEOPLE	VENDOR / LEAD	NOTES / BUFFER

MASTER TIMELINE

Master Wedding Day Timeline - Part 2

Continue with ceremony, cocktail hour, reception, dinner, formalities, dancing, exit, and breakdown.

TIME	ACTIVITY	LOCATION	REQUIRED PEOPLE	VENDOR / LEAD	NOTES / BUFFER

4 PM EXAMPLE

Example: 4 PM Ceremony

An earlier ceremony moves preparation into the morning and gives the reception an earlier start.

ADAPTABLE EXAMPLE

Shift every time to match your venue, travel, ceremony duration, service style, contracts, portrait plan, and reception end time. Without a first look, move couple and group portraits to cocktail hour or another confirmed window.

TIME	ACTIVITY	LOCATION	REQUIRED PEOPLE	VENDOR / LEAD	NOTES / BUFFER
9:00 AM	Getting ready begins	Prep space	Scheduled group	Beauty lead	Stagger services
12:30 PM	Details + final services	Prep space	Couple / selected people	Photo + beauty	Protect final prep
1:30 PM	Fully dressed	Prep space	Couple	Photo / coordinator	Touch-up buffer
1:45 PM	First look	Private location	Couple	Photo / video	Include staging
2:00 PM	Portraits	On-site	Couple + wedding party	Photo lead	Gathering time
2:45 PM	Family / travel	Venue / route	Named groups	Photo / transport	Door-to-door
3:20 PM	Portraits end	Ceremony area	Couple + party	Coordinator	Hide from guests
3:30 PM	Guest arrival	Ceremony	Guests	Venue / ushers	Parking + seating
4:00 PM	Ceremony	Ceremony	All participants	Officiant / music	Fixed anchor
4:30 PM	Cocktail hour	Cocktail area	Guests / photo groups	Bar / catering	Room transition
5:30 PM	Reception opens	Reception	All guests	DJ / coordinator	Room must be ready
6:00 PM	Dinner service	Reception	Guests	Catering	Protect service
7:15 PM	Toasts + formalities	Reception	Speakers / couple	DJ / catering	Natural service pause
7:45 PM	Open dancing	Dance floor	Guests	DJ / band	Limit interruptions
9:45 PM	Exit preparation	Exit area	Assigned group	Coordinator / photo	For 10 PM close

5 PM EXAMPLE

Example: 5 PM Ceremony

A mid-afternoon ready time can support portraits while preserving a full evening reception.

ADAPTABLE EXAMPLE

Shift every time to match your venue, travel, ceremony duration, service style, contracts, portrait plan, and reception end time. Without a first look, move couple and group portraits to cocktail hour or another confirmed window.

TIME	ACTIVITY	LOCATION	REQUIRED PEOPLE	VENDOR / LEAD	NOTES / BUFFER
10:00 AM	Getting ready begins	Prep space	Scheduled group	Beauty lead	Stagger services
1:30 PM	Details + dressing	Prep space	Couple / selected people	Photo + beauty	Final prep window
2:30 PM	First look	Private location	Couple	Photo / video	Include staging
2:45 PM	Couple portraits	On-site	Couple	Photo lead	Walking time
3:15 PM	Wedding-party portraits	On-site	Couple + party	Photo / coordinator	Group call time
3:50 PM	Family / travel	Venue / route	Named groups	Photo / transport	Door-to-door
4:20 PM	Portraits end	Ceremony area	Couple + party	Coordinator	Hide from guests
4:30 PM	Guest arrival	Ceremony	Guests	Venue / ushers	Parking + seating
5:00 PM	Ceremony	Ceremony	All participants	Officiant / music	Fixed anchor
5:30 PM	Cocktail hour	Cocktail area	Guests / photo groups	Bar / catering	Transition window
6:30 PM	Reception opens	Reception	All guests	DJ / coordinator	Room must be ready
6:45 PM	Dinner service	Reception	Guests	Catering	Protect service
8:00 PM	Toasts + formalities	Reception	Speakers / couple	DJ / catering	Defined cue
8:30 PM	Open dancing	Dance floor	Guests	DJ / band	Protect momentum
10:45 PM	Exit preparation	Exit area	Assigned group	Coordinator / photo	For 11 PM exit

6 PM EXAMPLE

Example: 6 PM Ceremony

A later ceremony gives more preparation time but may require a streamlined reception before the venue hard stop.

ADAPTABLE EXAMPLE

Shift every time to match your venue, travel, ceremony duration, service style, contracts, portrait plan, and reception end time. Without a first look, move couple and group portraits to cocktail hour or another confirmed window.

TIME	ACTIVITY	LOCATION	REQUIRED PEOPLE	VENDOR / LEAD	NOTES / BUFFER
11:00 AM	Getting ready begins	Prep space	Scheduled group	Beauty lead	Stagger services
2:30 PM	Details + dressing	Prep space	Couple / selected people	Photo + beauty	Final prep window
3:30 PM	First look	Private location	Couple	Photo / video	Include staging
3:45 PM	Couple portraits	On-site	Couple	Photo lead	Walking time
4:15 PM	Wedding-party portraits	On-site	Couple + party	Photo / coordinator	Group call time
4:50 PM	Family portraits	On-site	Named groups	Photo lead	Release in order
5:20 PM	Portraits end	Ceremony area	Couple + party	Coordinator	Ceremony staging
5:30 PM	Guest arrival	Ceremony	Guests	Venue / ushers	Parking + seating
6:00 PM	Ceremony	Ceremony	All participants	Officiant / music	Fixed anchor
6:30 PM	Cocktail hour	Cocktail area	Guests / photo groups	Bar / catering	Transition window
7:30 PM	Reception opens	Reception	All guests	DJ / coordinator	Room must be ready
7:45 PM	Dinner service	Reception	Guests	Catering	Later dinner
9:00 PM	Toasts + transition	Reception	Speakers / couple	DJ / catering	Keep focused
9:30 PM	Open dancing	Dance floor	Guests	DJ / band	Streamline events
11:45 PM	Exit preparation	Exit area	Assigned group	Coordinator / photo	For midnight close

OPERATIONAL VERSION

Vendor Timeline

Show each team when to arrive, what must be ready, what they depend on, and who can answer questions.

VENDOR / TEAM	ARRIVAL	ACCESS / SETUP	DEPENDS ON	CONTACT / LEAD	CONFIRMED
Venue / coordinator					☐
Rentals					☐
Florals					☐
Catering					☐
Bar					☐
Photo / video					☐
DJ / band					☐
Officiant / ceremony music					☐
Transportation					☐
Cake / dessert					☐
Hair / makeup					☐
Other					☐

HIDDEN TIMELINE

Setup, Transition & Breakdown

Guest-facing events work only when access, load-in, room readiness, transitions, pickup, and cleanup are visible.

OPERATIONAL MILESTONE	TIME	OWNER	DEPENDENCY / ACCESS	DONE
Venue access				☐
Loading area opens				☐
Tables / rentals placed				☐
Florals / decor begin				☐
Catering / bar ready				☐
Sound check complete				☐
Ceremony space guest-ready				☐
Reception room photo-ready				☐
Room flip / transition				☐
Rental pickup				☐
Personal items removed				☐
Venue cleared				☐

AUDIENCE VERSION

Wedding Party Timeline

Tell each person where to be, when to arrive, what to bring, and when formal responsibilities end.

CALL / EVENT	TIME	LOCATION	WHO / GROUP	BRING / RESPONSIBILITY	DONE
Getting-ready arrival					☐
Attire-ready deadline					☐
First-look call					☐
Wedding-party photos					☐
Family photos if needed					☐
Transportation departure					☐
Ceremony staging					☐
Processional cue					☐
Reception entrance					☐
Speech / special role					☐
End-of-night assignment					☐

AUDIENCE VERSION

Guest-Facing Timeline

Share only the times guests need to make confident arrival, transportation, and event decisions.

GUEST EVENT	TIME	LOCATION	ARRIVAL / TRANSPORT NOTE	PUBLISH
Shuttle / transport				☐
Recommended arrival				☐
Ceremony				☐
Cocktail hour				☐
Reception opens				☐
Dinner				☐
Special guest event				☐
Last shuttle / departure				☐

KEEP PRIVATE

Do not publish vendor load-in, private portraits, personal phone numbers, internal delays, payment instructions, or unnecessary operational detail.

COMMUNICATION

Primary Wedding-Day Contacts

List the people who may receive operational questions. Do not make the couple the default contact.

ROLE	NAME	PHONE	AVAILABLE / LOCATION	CONFIRMED
Planner / coordinator				☐
Venue lead				☐
Ceremony lead / officiant				☐
Photo / video lead				☐
Catering lead				☐
Entertainment lead				☐
Transportation lead				☐
Family contact				☐
Wedding-party contact				☐
Emergency venue contact				☐
Other				☐

ESCALATION PLAN

Who Has Authority to Decide?

Choose a primary and backup decision-maker before the day. Define what they may approve without contacting the couple.

DECISION TYPE	PRIMARY	BACKUP	LIMIT / RULE	AGREED
Timeline adjustment				☐
Weather activation				☐
Transportation delay				☐
Vendor arrival issue				☐
Room-layout change				☐
Guest access problem				☐
Missing item				☐
Minor spending approval				☐
Ceremony cue change				☐
Reception sequence change				☐
Emergency escalation				☐

OPERATIONAL BACKUP

Contingency, Access & Guest Care

Attach decisions to a trigger and deadline. A backup that has no owner, timing, or communication path is not ready to use.

RISK / EVENT	TRIGGER	DECIDE BY	RESPONSE	OWNER	GUEST UPDATE
Weather plan					☐
Transportation delay					☐
Accessible route issue					☐
Medical / emergency					☐
Vendor delay / absence					☐
Power / AV failure					☐
Timeline recovery					☐
Late guest arrival					☐

PROTECT THESE NON-NEGOTIABLE WINDOWS

Exact venue address / responder access: _____
Rest, restroom, medication or sensory space: _____
Vendor and wedding-party meal / hydration window: _____
Backup guest-update channel: _____

RECOVERY RULE Protect safety, access, meals, transportation, and contractual hard stops. Simplify optional formalities first.

FINAL VERSIONS

Timeline Distribution Checklist

Every recipient should receive the correct version, date, and contact information - not an outdated draft.

RECIPIENT	VERSION	SENT DATE	FILE DATE	CONFIRMED BY	DONE
Planner / coordinator					☐
Venue					☐
Catering / bar					☐
Photo / video					☐
DJ / band					☐
Officiant / ceremony music					☐
Transportation					☐
Wedding party					☐
Immediate family with roles					☐
Guests / website					☐
Other					☐

QUALITY CHECK

Final Timeline Conflict Review

Read the schedule as a movement and dependency plan, not only as a list of times.

☐ Every fixed anchor matches a contract or confirmed source.

☐ No person is required in two locations at once.

☐ Setup finishes before guests enter each space.

☐ Travel includes loading, parking, walking, and staging.

☐ Portrait blocks include gathering and transition time.

☐ Guest arrival is protected before the ceremony.

☐ Dinner timing has been reviewed by catering.

☐ Formalities do not repeatedly interrupt the dance floor.

☐ The exit fits before venue and vendor hard stops.

☐ Every operational question has a non-couple contact.

CONFLICTS TO RESOLVE BEFORE DISTRIBUTION

READY TO USE

Wedding Day Timeline at a Glance

This page becomes the final pre-wedding review before the schedule moves into execution.

MASTER VERSION

Final file date: _____
Approved by: _____

CEREMONY

Start: _____
Duration: _____

RECEPTION

Dinner: _____
End: _____

AUTHORITY

Primary: _____
Backup: _____

TRANSPORT

Main departure: _____
Last return: _____

COMMUNICATION

Vendor contact: _____
Family contact: _____

FINAL INSTRUCTION

If the schedule changes after distribution, update the master first, mark the new version clearly, and resend only the affected audience copies.

Notes

Use this space for unresolved questions, final timing changes, and details that must move into the master timeline.