

ESTD 2009

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—  
EVENTS

Anna Taylor &  
Matthew Charles

August 27, 2022

Ocean Cliff

{65 Ridge Rd. Newport, RI 0284}

Enclosed:  
Timeline  
Setup Checklist  
Ceremony Chart  
Run Thru Form  
Guest List & Floorplan

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EVENTS

# Anna Taylor & Matthew Charles

WEDDING DAY TIMELINE

REHEARSAL: Friday, August 26th, 2022

WEDDING: Saturday, August 27th, 2022

Location: Oceancliff, 65 Ridge Rd., Newport, RI 02840

## Week-of

Thursday 8/25	Delivery of welcome bags
11:30am	August 26th Rehearsal at OC
5:00pm	Rehearsal Dinner at The Black Pearl

## Morning-Of

9:30am	<b>Hair &amp; Make-up</b> appointments to begin at OC Gate House	
	Stephanie Ward Makeup to arrive and setup at 9:30am	
	<b>Time</b>	<b>Stephanie</b>
	9:45-10:30am	MU 1
	10:30-11:10am	MU 2
	11:10-11:50am	M
	11:50-12:30pm	MU 4
	12:30-1:30pm	Anna!
		Touch ups
	Cassandra Broccoli hair- arrive and set up at 10:00am	
	<b>Time</b>	<b>Cassandra</b>
	10:15-10:45am	Bridesmaid 1
	11:00-11:15am	Bridesmaid 2
	11:30-12:00pm	Anna! (part 1)
	12:15-12:45	Bridesmaid 5
	1:00-1:30pm	Anna! (part 2)
	1:45-2:00pm	Touch ups
		Touch ups
11:00am	<b>Ashlie {coordinator} calls MOH (917) 684-2289 to confirm morning schedule is on track</b>	
12:00pm	<b>Lunch</b>	
1:30pm	<b>Bridesmaids to get dressed</b>	

2:00pm	<b>Anna to get dressed</b>
2:20pm	<b>First Look w FOB</b>
2:30pm	<b>Matthew &amp; Bridal Party head to Ochre Court via trolley</b>
2:40pm	<b>Anna heads to Ochre Court via vintage car</b>
<b>Vendors</b>	
9:30am	<b>Hair &amp; Make-up</b> {Stephanie Ward & Cassandra Broccoli} appointments begin
12:30pm	<b>INFINITE EVENTS</b> Bridal attendant to arrive at OC Gate House
12:30pm	<b>VIDEOGRAPHER</b> {Move Mountains} to arrive at OC Gate House Second Shooter to arrive at Groom's Suite #7
9:00-11:00	<b>PHOTOBOOTH {Move Mountains}</b> to arrive and set up
12:30pm	<b>PHOTOGRAPHER</b> {Krista Jean} to arrive at OC Gate House SECOND SHOOTER to arrive at Groom's Suite #7
11:00am 12:00pm	<b>FLORIST</b> {Botanica} to deliver personal florals to OC Gate House Begin ceremony/reception setup
4:00pm	<b>IE COORDINATOR</b> {Ashlie + Team} arrive at + prep all décor
4:30pm	<b>VENUE:</b> opens for set-up
4:30pm	<b>BAND/DJ</b> {Boston Premier Band} to arrive providing ceremony PA/mic and reception music
5:00pm	<b>CEREMONY MUSIC</b> {Atlantic Strings} to arrive providing quartet for ceremony
Fri 8-6pm 2:00pm	<b>RENTALS {Peak}</b> to arrive providing linens and tabletop items <b>{Ally Dunne Calligraphy}</b> to arrive providing escort & welcome mirror
<b>Pre-Ceremony</b>	
3:00pm	<b>First Look &amp; Private Vows at Ochre Court</b>
3:15pm	Wedding Party photos at Ochre Court
3:30pm	Wedding party heads back to OC for photos via trolley
3:30pm	Anna & Matt head back to OC for photos via vintage car
<b>Transportation</b>	
	<p><b>Vintage Sedan:</b> 2:30-6:30pm</p> <p><b>Motorcoach:</b></p> <p>Holiday Inn- 4:40pm loading   <b>4:45pm prompt departure</b></p> <p>Sonesta - 4:50pm loading   <b>5:00pm prompt departure</b></p> <p>Howard Johnson - 5:05pm loading   <b>5:15pm prompt departure</b></p> <p><b>Trolley:</b></p> <p>Hydrangea House/Bellevue Manor - 4:45pm loading   <b>4:50pm prompt departure</b> (this one has to be really quick)</p> <p>Newport Marriott - 5:00pm loading   <b>5:10pm prompt departure</b></p> <p>Red Parrot - 5:20pm loading   <b>5:30pm prompt departure</b></p> <p><b>we are releasing the trolley after 11:30pm!</b></p> <p>MC Returns available from OC 11:00pm, 11:30pm, 12:00am, 1:00am</p>

<b>Ceremony</b>	
5:30pm	Guests begin to arrive {ceremony music begins}
5:45pm	Coordinators to line up the bridal party for processional {check corsages & bouts}
6:00pm	Processional Bridal Party "Here Comes the Sun" played by Atlantic Strings Anna & FOB "Can't Help Falling in Love" played by Atlantic Strings
	Ceremony occurs

6:30pm	Recessional "This Will Be an Everlasting Love" played by Atlantic Strings
6:35pm	Champagne tower with bridal party and family at upper deck

<b>Cocktail</b>	
6:30-7:30	Cocktail hour Newlywed Photos Bridal Party Photos Bridal Party & Family photos
	Brides Dress is bustled before entering cocktail hour
<b>Reception</b>	
7:30pm	Round up Bride & Groom, Wedding Party & Parents for Band Introduction
7:27pm	Sunset Photos
7:40pm	GRAND ENTRANCES  Groom's Parents- Susan & Michael Delancy Bride's Father & Grandmother- Igor & Maya  Bridal Party- Brooke & John S. & Chris Hannah S. & John J. Alissa & Noble Evelyn & Jack Margaret & Jacob Hannah M. & Nathan MOH & BM- Patricia & Brain  "The Doctors Delancy!"
7:45pm	FIRST DANCE- "Can't Help Falling in Love" by Elvis Presley
7:50pm	Dance Set!
7:55pm	Welcome Speech- FOB, Igor
8:00pm	Blessing by Father Tom
8:05pm	Dinner Service Starts First Course MOH Toast; Patricia & BM Toast; Brian Entrée Served
8:35pm	Thank you by the Newlyweds
8:40pm	Cake Cutting announced & Served, Dessert station to open
8:45pm	Parent Dances- Father/Daughter- "Isn't She Lovely" by Stevie Wonder Mother/Son "My Wish" by Rascal Flatts
9:00pm	Party Time!
10:30pm	Gifts Counted (Sign off by FOG; Michael)
10:30pm	Coordinators begin to pack wedding items
10:30pm	Videographer to depart
10:30pm	Photographer to depart
10:30pm	Early transportation rounds begin
11:00pm	Bar Closes
11:25pm	LAST DANCE
11:30pm	Event Concludes
	Coordinators, remaining vendors & guests to depart
	<b>TRANSPORTATION</b> (see transportation schedule)

Questions, please contact

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EVENTS

Set Up Checklist  
Anna & Matthew's Wedding  
August 27, 2022

Item	How many?	Cocktail Hour/ Ceremony / Reception?	Packed up?
<b>Ceremony</b>			
White Rose	1	To be placed on Mom's chair	Yes
Welcome Sign Mirror	1	On easel at entrance of aisle	No; Ally to pickup
Welcome Sign easel	1	IE to provide	Yes
Petal cones	30	Inner most aisle chairs	No
Programs	100	To be passed out by Ushers	Yes
Entrance arrangements	4	To be repurposed to SH and/or foyer fireplace	No
<b>Cocktail Hour</b>			
Champagne tower	1	With 50 glasses	No
Card box	1	IE to provide	Yes
Bar sign w frame	1	To be moved to inside bar after CH	Yes
Cocktail napkins	Many	To be used at CH and at inside bar for reception	Yes
<b>Reception</b>			
Escort mirror	1	To be placed on L of doors with florals and candle light	No; Ally to pickup
Memory table	4	To be placed on foyer table	Yes

photos			
Newport coffee table book & pens	1	To be placed on foyer table	Yes
Duchess chargers	136	For all guests	No
Charlotte Gold Rim Glassware	30	For SH and wedding party tables	No
Charlotte Glassware	106	For all guest tables	No
Faux Dupioni Cream Napkins	136	For all guests	No
Menus	136	To be folded in menu	No
Table number mirror plates and gold stands	15	IE to provide	Yes
Cake knife and server	1	IE to provide	Yes
Cake stand	1	Anna to provide	Yes
Tucker topper	1	To be placed on backside of cake	Yes
Bathroom baskets	2	Men & Women's room	Yes
Cigars	50	To be placed on foyer credenza	Yes
Matches	100	To be placed on foyer credenza	Yes
Bowl for matches	1	IE to provide	Yes
Favor cookies	140	To be placed on foyer side table	Yes

Ceremony Chart															
Father Tom															
Anna & Matthew															
Brooke	Hannah S.	Alissa	Evelyn	Margaret	Hannah M.	Patricia	<< STANDING >>	Brian	Jacob	Nathan	Jack	Noble	John J.	John S.	Chris
				Maya	Igor	White Rose	<<FIRST ROW >>	Susan	Michael						
				Alex	David	Diana	<<< SECOND ROW >>>	Scott							
RECESSIONAL: (walking first to last)															
				<b>Brides Side/</b>		"Here Comes the Sun"	Matthew, Susan & Michael	<b>Grooms Side/</b>							
				<b>Attendants:</b>			Maya, Igor & Mila	<b>Attendants:</b>		GM WALK DOWN SIDE FIRST					
				<b>GP of Bride</b>	Maya Mereminskaya		Brooke	<b>POG</b>	Susan & Michael Delancy						
				<b>POB</b>	Igor Mereminskiy		Hannah S.	<b>Best Man</b>	Brian Delancy						
				<b>MOH</b>	Patricia Lin		Alissa	<b>GM#1</b>	Jacob Delancy						
				<b>BM#1</b>	Hannah Morrison		Evelyn	<b>GM#2</b>	Nathan Morrison						
				<b>BM#2</b>	Margaret Bayliss		Margaret	<b>GM#3</b>	Jack St. Andre						
				<b>BM#3</b>	Evelyn Semenov		Hannah M.	<b>GM#4</b>	Noble Ajakaiye						
				<b>BM#4</b>	Alissa Galgano		Patricia	<b>GM#5</b>	John Julian						
				<b>BM#5</b>	Hannah Stein		David	<b>GM#6</b>	John Sobieski						
				<b>BM#6</b>	Brooke Bruno		Diana	<b>GM#7</b>	Chris Anderson						
				<b>FLOWER GIRL</b>	Diana Bord	"Can't Help Falling in Love"	Anna & Igor	<b>RB</b>	David Bord						
RECESSIONAL: (walking first to last)															
						"This Will Be an Everlasting Love"	Anna & Matthew!								
							Patricia & Brian								
							Hannah M. & Nathan								
							Margaret & Jacob								
							Evelyn & Jack								
							Alissa & Noble								
							Hannah S. & John J.								
							Brooke & John S. & Chris								
							Igor & Maya								
							Susan & Michael								
							Diana								
							David								

**Reception**

Date/Time: 8-27-22 7:30 pm – 11:30 pm  
Ceremony – Bridge Lawn @ 6:00 pm  
Cocktail Hour: UDT 6:30 – 7:30 pm

**Cluster Head Table:**

- (1) 48" Round set for 2 pp.
- (2) 72" Rounds

- (10) 60" Rounds set for 8/10 pp
- (2) 72" Rounds set for 10/12 pp

Set For: ~140

Revised: 8-5-22

Not to scale

