

Final Timeline

Bride Getting Ready Location: VRBO House, 23 Freeborn St. Middletown, RI

Groom Getting Ready Location: 159 Coggeshall Ave. Newport, RI

Friday, December 29, 2023

Hair and Make-Up

8:00am Hair and Make-up

- Planner 1 arrives on site to steam clothing as needed

Getting Ready

12:00pm Elizabeth arrives on site with groomsmen to steam clothing as needed

1:00pm Rachel will gather items for detail shots

1:15pm Florist delivers flowers to bride's getting ready location (should deliver 5 corsages and flower girl posy with crown)

1:30pm Detail Shots

- Planner should gather the rings and vows for first look and church once photographer is done, confirm no documents need to be brought
- Planner should gather 5 corsages and flower girl posy with crown, and second dress
- Florist delivers flowers to groom getting ready location (should deliver 15 boutonnieres)

2:00pm Getting Ready Photos and Robe Shots

- Florist arrives at the church for set-up

2:20pm Bride gets into dress- Bridesmaids get dressed

2:45pm Groom heads to Rosecliff

Elizabeth heads to Rosecliff

Planner will ensure letters for bride and groom leave with both parties, Elizabeth should grab extra boutonnieres

2:50pm Bride heads to Rosecliff once groom departure is confirmed

Rachel heads to Rosecliff

Rachel will leave items for set-up

Planner will ensure letters for bride and groom leave with both parties

Pre-Ceremony Photos/ Trolley

3:00pm First Look (unphotographed, private)

Private Vows moment (couple does not want this photographed)

- Staged first look
- Couples Portraits
- Trolley arrives to pick up bridesmaids
- Rachel should provide Elizabeth with boutonnieres for pages and flower girl crown and posy
- Rachel should give rings and papers to best man

3:10pm Trolley arrives to pick up groomsmen- Drop off at Rosecliff

3:15pm Flower girl and pages arrive for photos

- Family arrives for photos at Rosecliff

3:25pm Wedding Party Photos

3:30pm Florist arrives for drop off at Rosecliff (Terrace only)

- Planner 1 unloads off items on terrace, Elizabeth remains with group for photos, then Rachel heads to church with paperwork, trees, lanterns, and corsages

3:40pm Family Photos

4:00pm Planner 1 arrives to set up trees and lanterns outside of the church

- Videographer arrives at the Church

4:15pm Wedding Party should leave for the ceremony on Trolley

- Planners 2 head to Church

Guest Transportation

4:15pm Bus 1 arrives at the Gardiner's House- 24 Lee's Wharf

4:25pm Bus 1 arrives at Newport Marriott Hotel & Spa - 25 America's Cup Avenue

4:35pm Bus 1 arrives at the church - 61 Poplar Street

- Repeats loops one more time

Set-Up (Reception)

4:00pm

- Breezy arrives at Rosecliff to set up:

Important table nine has 9 people Laurie Marshall not attending

Important Table 12 has 9 Bobby Garrett Removed

Remove escort cards as well

Planner

Escort Cards on table in foyer (14 down, 18 across, (center 4 rows have 6 to make room for wine cooler flowers and votives) all the rest of the rows have 14 cards.
(14 rows of cards that go back 14 totalling 196 and 4 rows of cards that go back 6 cards totalling 24 cards - 196+24= 220 total)



Table Numbers

Place Cards (assigned seats) (on setting)



Thank you Notes (on setting), place hem stitch at bottom of napkins

Matches at each place (on setting)

Guest Signage (on table beside escort card table) plus large artwork of Kitty and Henry
1 Hurricane on left console table outside of salon and the card box, 1 Hurricane on right console table, votive candles on guest book table

Banners (near band stand- for pictures later in evening)

10 Hurricane candles for terrace on cocktail tables

Florist

2 18" and 1 20" hurricane on each of the 22 tables

9 votives

Wine cooler for florist on escort table

Centerpieces



Band

Subtle Lavender uplighting

4:30pm Cakes are delivered to Rosecliff (bride and groom cake)

Prelude

4:30pm Guests arrive at the church

- Wedding Party arrives at the Church
- Elizabeth provides corsages and boutonnieres for grandparents

5:00pm Ceremony Begins

Men lined up at alter

Henry

Preston

Jack

Harry

John

J. Paul

Gill

Jamie

John R

John E

Matthew

George Cook

PROCESSIONAL

Jesu joy of man's desire

Lloyd's and Hopey

Preston and Nora

George and Beth McKaney

Mother of Groom

Mother of Bride

Air on a G string

Sophie
Katherine
Zoey
Rosy
Reed
Annie
Grace
Natalie U
Natalie N
Bridesmaids and flower girls with pages

Prince of Denmark's March

RECESSIONAL

Hark the Herald Angels Sing

Rachel departs ceremony and heads to Rosecliff for set-up. Rachel takes trees.

6:20pm Ceremony ends

- Wedding Party will collect all personal belongings
- Planner 2 will pack up lanterns once wedding ceremony is over and guests have departed

6:30pm Church photos, then head to Rosecliff on trolley

- Planner 2 follows to Rosecliff

Guest Transportation

6:30pm Bus 1 brings guests to Rosecliff Mansion from the church

6:30pm Bus 2 brings guests to Rosecliff Mansion from the church

Repeats loops one more time

Cocktail Hour

6:45pm Guest Arrival (encourage guests to take their escort card on the way in)

- Breezy and Rachel finish up reception
- Elizabeth lanterns at the front of Rosecliff

7:00pm Cocktail Hour begins

- Keyboardist and guitarist playing music
- Second photographer arrives

7:45pm Review formalities with George

- Review with band

7:50pm Guests are escorted into the dining room and all asked to move back (standing) so there is room for everyone

Reception

8:00pm Introduction by George (brother of bride) will MC (band is not to MC)

- Mr. and Mrs. Henry Wilson

8:05pm First Dance

8:10pm Guests are invited to the dance floor

8:25pm Guests are invited to sit down for Father of the Bride Welcome

- Paul gives Blessing

8:30pm Salad course is served

8:45pm Toasts 1: Best Man (Preston)

Toast 2: Sister of the Groom (Sophie)

Toast 3: Maid of Honor (Virginia)

- Vendor buffet will be set up through Russell Morin

9:00pm Entrees are served (Band takes break, background music plays on iPod)

- During dinner we will move the large silver wine cooler with flowers on the escort table to the dessert table
- Move 3 hurricane candles from the terrace to the 3 side tables in the dining room, 2 hurricanes to tables in foyer, one to the escort table and one to the guest book table
- Vendors will eat through vendor buffet provided by Russell Morin until 9:20pm (toasts)
- Videographer departs

9:20pm Toasts 4: Father of the Bride (Bard Cook)

Toast 5: Groom (Henry)

9:40pm Father/Daughter Dance (will happen after dinner has been cleared and band returns)

9:45pm Mother Son/Dance

9:50pm Cake Cutting (blackstone rolls to middle of floor)

- Bride would like one piece from top to take home
- The plan is to only cut the bride's cake, groom's cake is to go home

10:00pm Dance floor opens

- Photographer departs

10:15pm Cake is served (on station)

Guest Transportation

10:30pm Bus 1 arrives for Guest early shuttle- runs until 12:30 am

Reception Continued

11:00pm Band on 10 minute break

11:10pm Kitty and singing friends sing special song- distribute binders

- Be sure to inform photographer and band first

11:30pm Bar shuts down

11:45pm Band Finishes

- Bride changes
- Breezy gathers wands for distribution

11:50pm DJ announce guests to line up outside with wands (planner to distribute wands) for farewell to bride and groom

11:55pm Farewell to Bride and Groom

12:00am Event Concludes

- Second photographer departs
- Planners are to assist in clean-up

Wine cooler

Trees and lanterns

Guest book

Card Box

Napkins from catering

Cake tops

Personal belongings in suite

Candles from terrace and dessert table (12 total)

Leftover flowers (florist?)

Guest Transportation

12:00am Bus 2 arrives to bring guests to after party (running back and forth)- Henry's Home 159 Coggeshall Avenue

1:00am Bus 2 returns guests to hotels from Afterparty