



Event Day Timeline Template

Your complete day-of schedule — from setup to cleanup. Print it, fill it in, and keep your event running on time.

Pre-Event Setup

Event Day Schedule

Post-Event Cleanup



Event Day Timeline

Event Name: _____

Date: _____

Venue: _____

Point Person: _____

PRE-EVENT SETUP

- AM* **Venue access / setup begins** — Confirm doors are unlocked, lights & AC on
- AM* **Vendor arrival** — Caterer, florist, DJ/band load-in
- PM* **Table & chair setup complete** — Verify layout matches floor plan
- PM* **Decor installation** — Centerpieces, linens, signage, lighting
- PM* **AV / sound check** — Test microphones, music, projector
- PM* **Final walkthrough** — Check every detail against your checklist

TIP: Arrive at least 2 hours before vendors. Confirm vendor arrival times 48 hours in advance. Have a printed floor plan on hand!

EVENT DAY

- AM/PM* **Final vendor check-in** — Confirm all vendors are on-site and ready
- : **Doors open / guest arrival** — Greeters in position, music playing
- : **Ceremony / program begins**
- : **Cocktail hour** — Appetizers served, background music
- : **Dinner service** — Plated, buffet, or family-style
- : **Speeches / toasts** — Coordinate order with MC/DJ
- : **First dance / special dances**
- : **Open dancing** — DJ takes over, energy up!
- : **Cake cutting / dessert**
- : **Special moments** — Bouquet toss, garter, games, etc.
- : **Last dance / send-off**
- : **Event ends** — Music stops, lights up

TIP: Allow a 30-minute buffer between activities. Things ALWAYS run behind. Build in flex time so you're not stressed.



Post-Event & Notes

Keep this page with you on event day

POST-EVENT CLEANUP

- _____:** **Guest departure** — Ensure safe transportation for all guests
- _____:** **Vendor breakdown begins** — DJ, rentals, florist pack up
- _____:** **Personal items collected** — Gifts, cards, decor, cake topper, guest book
- _____:** **Final venue walkthrough** — Check for forgotten items, damage
- _____:** **Venue handoff** — Return keys, confirm cleanup is complete

TIP: Assign a trusted friend or family member to handle gift transport. The couple should NOT be responsible for cleanup logistics.

EMERGENCY CONTACTS

Role	Name	Phone
Day-of Coordinator	_____	_____
Venue Manager	_____	_____
Caterer	_____	_____
DJ / Band	_____	_____
Backup Contact	_____	_____

IMPORTANT NOTES

DAY-OF REMINDERS

- Printed timeline distributed to all vendors
- Floor plan printed & on-site
- Emergency kit packed (tape, pins, scissors, stain remover)
- Phone charger / backup battery
- Final headcount confirmed
- Gratuity envelopes prepared
- Seating chart displayed at entrance
- Someone assigned to move gifts to car



30-MIN BUFFERS

Between every major activity



48-HR CONFIRM

Call all vendors 2 days before



PRINT 5 COPIES

Of this timeline for key people

Design Your Event Layout for Free

Create your floor plan and share it with vendors

