Wedding Running Sheet

General Information:	
Name/Title	Contact
Bride-	Ph: email:
Groom:	Ph: Email:
Maid of honor:	Ph:
Bridesmaid:	Ph:
Best Man:	Ph:
Groomsman:	Ph:
Flower Girl:	-
Flower Girl:	-
Brides Father:	Ph:
Grooms Father:	-
Brides Mother:	Ph:
Grooms Mother:	-

Suppliers Information:	
Name/ Task	Contact
Venue Reception:. Contact Person:	Reception Ph Emails:
Celebrant:	Ph: Email:
Wedding decorator/ Stylist Contact Person:	Ph: Email:
Cake: Contact person:	Ph: Email:
DJ: Contact Person:	Ph: Email:
Hairdresser: Contact Person:	Ph: Email:
Make-up: Contact Person:	Ph: Email:
Photographer: Contact Person:	Ph: Email:
Videographer: Contact Person	Ph: Email:
Florist: Name:	Ph: Email:

Formal Running Sheet for wedding day

Time	Action	Who	Supplier needed
	Hair & Make-up		
	"getting ready" photos		
	Get Dress on	Bride	Bridesmaids
	Bride, bridesmaids & flower girls photos	Bridal party (girls)	
	Groom/groomsmen photos		
	Transport to Ceremony site	Boys	
	Groom/groomsmen to be in place	Bridal party (boys)	Celebrant
	Other transport		
	Transport to Ceremony site	Girls	
	Ceremony	All	Celebrant
	Group + Family Photos		
	Bridal Party photos	Bridal Party	
	Mock cake cutting + mock first dance	Bride & Groom	
	Bridal party refreshments in selected room	Bridal Party	
	Guests Pre drinks in	Guests	
	Guests to be seated Bridal party arrive for reception		
	Cake cutting	Bride and Groom	
	Bridal Party introduced	Bridal Party	

	Entree	All	
	Mains	All	
	Desert / Cake	All	
	Speeches		
	First Dance Other Dances	Bride and Groom All	
	Desert		
	Drinks Package concludes	All	
	Bouquet Toss	Bride-Unwedded ladies	
	Garter Toss	Groom-Unwedded Gents	
	Last drinks Called	All	
	Venue Hire Concludes	All	
	Presents to home		

Notes: