

# Wedding Day Timeline

## TANYA'S CLIPBOARD RUN SHEET

Read the time first. Then scan Tanya, team/vendor, and guest-facing actions happening in that same window.

TANYA / COMMAND

TEAM + VENDORS

COUPLE / GUEST FLOW

HARD DEADLINE / DO NOT MISS

5:00-7:00 AM

### TANYA PRIVATE PREPARATION AND VENUE TRAVEL

Tanya

Aldergrove to Murrayville to 32 Miles Estate

#### ACTIONS DURING THIS TIME

- 5:00 AM wake; shower, blow-dry hair, makeup, work clothing, food/water, command binder, phone/power bank and final vehicle check.
- Confirmed departure from 27111 0 Avenue, Aldergrove at 5:45 AM.
- Target Natasha pickup around 6:15 AM at 4748 222 Street, Langley, Kinsmen Townhomes; depart pickup around 6:20 AM.
- Pack breakfast/coffee the night before unless a confirmed-open stop preserves the buffer.
- Target 32 Miles Estate arrival 6:45-6:50 AM. Recheck live route during wedding week.

5:30-10:00 AM

### PARALLEL GETTING-READY COVERAGE

Couple

Vendor

Bride and groom getting-ready locations

#### ACTIONS DURING THIS TIME

- Bride side gets ready at 2450 Lobb Avenue, Unit 50, Port Coquitlam, BC V3C 6G8.
- Current proposed flow: Julia begins Simona's makeup at 5:30 AM; Anisha begins Iva's hair at 6:00 AM; Iva moves directly into makeup around 7:15 AM while Simona moves into hair, followed by Marina.
- Groom side gets ready at 3188 Patullo Crescent, Coquitlam with Matteo and family.
- Ali starts with the bride side at 8:30 AM and Jessie starts with the groom side around 9:00 AM. TMC Weddings does not cover either getting-ready location.
- The couple approved the 9:30 AM beauty target, 9:45 AM limo arrival/loading, and 10:00 AM wheels-rolling direction. Julia requires a full hour per makeup service, believes a true 5:30 AM start can finish all three plus touch-ups by 9:00 AM, and prefers Iva in the middle rather than last. Final order remains dependent on Anisha, trial results and artist alignment.

**7:00-7:15  
AM**

## ARRIVAL AND SITE OPENING

Tanya

Natasha

### Full venue

#### ACTIONS DURING THIS TIME

- Arrive at 32 Miles Estate by 7:00 AM; Tanya's internal target is 6:45-6:50 AM.
- Unload the borrowed vehicle, then pull the venue storage unit. Stage by final zone rather than creating one pile.
- Pull ceremony, welcome, pavilion and outdoor-table items first. Hide/stage bistro tables and reception-only supplies indoors until after ceremony.
- Confirm bathrooms, power, garbage, water, vendor paths, and staging area.
- Create command area for timelines, tools, vendor contacts, emergency kit, and personal supplies.
- Place outdoor tables and linens immediately so fabric can relax and does not develop new wrinkles.

**7:15-8:00  
AM**

## LAYOUT FOUNDATIONS

Tanya

Natasha

### Courtyard, pavilion, dining hall

#### ACTIONS DURING THIS TIME

- Confirm ceremony direction, aisle, officiant placement, and couple placement.
- Build only the ceremony-facing pavilion zone; keep reception bar, bistro, photo booth and service pieces hidden.
- Confirm dining hall layout: 12 rounds, sweetheart table, family tables, buffet paths.
- Place ceremony chairs, aisle-side rose petals, paper fans and small tissues for tears, signing table, backdrop, floral horns, main floral pillars and floor florals.
- Build black metal welcome sign with white linen, black bows, three hurricane candles and one white floral arrangement.
- Drape only the middle pavilion bay and tie to the pillars with black satin sashes; close the existing white screening curtains.

**8:00-9:00  
AM**

## CEREMONY AND DINING HALL BUILD

Tanya

Natasha

### Ceremony area and dining hall

#### ACTIONS DURING THIS TIME

- AW arrives at 8:00 AM. Tanya requests the AW backdrop first, followed by placement of remaining invoice items.
- Finish ceremony, welcome, guest-book/card/gift presentation and visible pavilion styling before moving into dining-hall details.
- Keep reception-only florals, five bistro tables, seating chart, bar, charcuterie, champagne, water, cigar and photo-booth supplies hidden/staged indoors.

**9:00-  
10:00 AM**

## SPLIT SETUP AND VENDOR READINESS

Tanya

Natasha

Vendor

### Full venue

#### ACTIONS DURING THIS TIME

- Natasha continues decor execution independently.
- Tanya handles vendor arrivals, access questions, and problem solving.
- Ali starts with girls at 8:30 AM; Jessie starts with guys around 9:00 AM.
- BNK arrives 9:00-9:30 AM by the hidden back-door route; count and stage plates, goblets, wine glasses, cutlery, napkins and racks by table/zone.
- Put ice into assigned freezers/coolers/bins, keep clean drink ice separate, and begin chilling alcohol, champagne, beer, soft drinks and water.
- Use the final 30 minutes for ceremony/photo polish, bathrooms and hiding every tool, tote, rack and package.

**9:45-  
11:00 AM**

## LIMO PICKUP AND TRAVEL TO VENUE

Couple

Vendor

### Port Coquitlam / Coquitlam to 32 Miles Estate

#### ACTIONS DURING THIS TIME

- Proposed bride-side limo plan: vehicle onsite at 9:45 AM, loading complete and wheels rolling by 10:00 AM. This is not final until approved by Iva and confirmed with City Limousine.
- Iva limo pickup address: 2450 Lobb Avenue, Unit 50, Port Coquitlam.
- Matteo limo pickup address: 3188 Patullo Crescent, Coquitlam.
- City Limousine Ltd. contact: Bal, 604-558-CITY (2489).
- Allow the limo a full 60-minute drive buffer. Bride party must reach 32 Miles Estate by 11:00 AM for the 11:15 AM ceremony.

**10:00-  
10:30 AM**

## CATERING ARRIVAL AND CEREMONY FINALIZATION

Tanya

Vendor

### Catering zone and ceremony area

#### ACTIONS DURING THIS TIME

- Meet catering team and confirm truck/setup location.
- Confirm food service flow, power, water, garbage, and timing.
- Final check ceremony area, welcome route, signing table, licence, rings, vow/tradition items, bathrooms and white screening curtains.
- Ceremony and every camera-facing area are hard-ready by 10:30 AM. Any unfinished non-ceremony work moves indoors.

**10:30-  
11:15 AM**

## SMALL FAMILY CEREMONY HOLDING

Tanya

Natasha

Couple

### Ceremony area

#### ACTIONS DURING THIS TIME

- Ceremony courtyard is fully set and beautiful by 10:30 AM.
- Matteo, immediate family, and a few ceremony guests arrive; total ceremony group is about 14-16 people, likely closer to 14.
- Ceremony seating is small: about 7-8 chairs per side.
- Commissioner check-in.
- Tanya manages ceremony cueing and all ceremony music because DJ is not onsite yet.
- Use Tanya's phone with Bluetooth speaker/Spotify playlist for processional, aisle songs, and recessional.
- Action needed: get exact ceremony Spotify playlist and cue order from Iva and Matteo.
- Natasha begins/continues dining hall table setup independently while Tanya is tied to ceremony.

## TMC VIDEOGRAPHY ARRIVAL AND CEREMONY ESTABLISHING FOOTAGE

Tanya

Vendor

32 Miles Estate ceremony area and limo arrival point

### ACTIONS DURING THIS TIME

- Both TMC videographers arrive 10:40-10:45 AM and coverage starts at 11:00 AM; no getting-ready-location video coverage.
- Venue address: 32 Miles Estate, 23990 32 Ave, Langley, BC V2Z 2J2.
- Direct Avi and Alinar to parking and the most practical compact gear/power location.
- Capture only the fully completed ceremony setup and polished venue details, not unfinished setup footage.
- Capture Iva, Matteo, and their families exiting the limos and arriving for the ceremony.
- Avi covers Iva through 7:00 PM. Alinar covers Matteo through 3:00 PM.

11:00-  
11:15 AM

## CEREMONY

Tanya

Couple

Courtyard / ceremony area

### ACTIONS DURING THIS TIME

- Tanya cues all ceremony music from phone/Bluetooth playlist.
- Cue processional, aisle songs, bride entrance, ceremony, vows/rings/traditions, signing, pronouncement, and recessional.
- Ceremony should end by 11:45 AM at the latest.
- Natasha works dining hall setup during ceremony: plates, water goblets, wine glasses, cutlery, napkins, favours, name tags/place settings as available.

11:15-  
11:45 AM

## CEREMONY WRAP, LIMO RESET, DEPART TO SENDALL GARDENS

Tanya

Couple

Ceremony/courtyard

### ACTIONS DURING THIS TIME

- Immediate family may mingle briefly and take a few ceremony-site photos.
- Get family and couple ready to leave for Sendall Gardens with photographers and videographers.
- Confirm limo/vehicles are ready and everyone needed is accounted for.
- Iva's photo/video timeline allows 11:45 AM-12:10 PM for the drive to Sendall Gardens.
- Once family leaves, switch immediately into full work/transition mode.

11:45 AM-  
12:10 PM

## OFFSITE PHOTOS, LUNCH, AND VENUE RESET

Natasha

Tanya

Vendor

Courtyard, pavilion, dining hall

### ACTIONS DURING THIS TIME

- Wedding party/family offsite plan from Iva's photo/video timeline: 12:10-1:20 PM photos at Sendall Gardens.
- Working lunch route: 1:20-1:40 PM drive to Saba Bistro; 1:40-2:55 PM lunch and candid photos; 2:55-3:15 PM drive back to 32 Miles Estate.
- If Saba Bistro is not used, substitute quick food/drive-through and use the gained time as buffer.
- Moonlight Lighting is written-confirmed for 12:00 PM arrival, completion and area clearance by 2:00 PM, and return/takedown from 10:45-11:30 PM. Team-lead mobile and billing details remain open.
- First priority: transition ceremony site into cocktail/reception flow.
- Store ceremony chairs and collect all aisle rose petals from the grass.
- Move ceremony backdrop and floral horns inside behind the sweetheart table; reposition four floor florals and the additional floral pillars.
- Build Tanya's left-pavilion photo booth frame with chiffon, fairy lights, white-rose/greenery top floral and side florals.
- Move/style five bistro tables with white linens, black satin bows, milk-bottle vase with two roses, menu and battery tea light.
- Build reception arrival flow: guest book, card/gifts, bar, raised regular/lemon-water dispensers, champagne, charcuterie, cigar station and mirror seating chart beside the open dining-hall doors.
- Prepare bar area for Justin: Justin's bar, rented ice bins if approved, Rodrigo's two cooler/ice display tables, alcohol, clean drink ice, stir sticks, Iva's special napkins, bar menu, tip jar, disposable cups, and standing/fabric menu.
- Continue dining hall setup from the uploaded seating chart: unequal seats per table, adult/child rules, name tags, goblets, wine glasses, fork left, knife right, centered black napkin, coffee favour, almond box, centerpieces and battery candles.
- Each round also receives bread, oil/balsamic, roasted pepper spread, one red and one white wine, and opener if required. Couple must decide preset plates versus buffet plates.
- Natasha may pause dining hall setup to help Tanya move ceremony decor first if the outdoor transition needs two people.
- Moonlight works overhead from noon; coordinate floor work so neither team blocks the other.
- Bathrooms, garbage/recycling, floors and all guest-facing areas must be polished by 3:15 PM.

12:10-3:15  
PM

**3:15-3:30  
PM**

## COUPLE RETURN AND RESET BUFFER

Tanya

Couple

Private touch-up / bar area

### ACTIONS DURING THIS TIME

- Bride and groom return onsite from the Sendall Gardens / Saba Bistro route.
- Bathroom break, makeup/hair touch-up, water/food/champagne.
- Quick emotional reset.
- Confirm no visible setup mess remains before early guests appear.

**3:20-3:30  
PM**

## EARLY GUEST READINESS

Tanya

Natasha

Guest arrival path, courtyard, pavilion, bar

### ACTIONS DURING THIS TIME

- Assume some guests arrive early.
- Bar/courtyard visually ready.
- Seating chart, guest book, gift/cards, bathrooms, and music ready.

**3:15-4:30  
PM**

## GUEST ARRIVAL AND COCKTAIL HOUR

Tanya

Vendor

Couple

Courtyard / pavilion / bar

### ACTIONS DURING THIS TIME

- Charcuterie should be set out by about 3:05-3:10 PM so early guests have food available.
- Cocktail hour officially begins at 3:30 PM.
- Parking/security direct vehicles right around the dining hall to rear parking, then politely route guests down the right side of the pavilion to the curtained welcome entrance.
- Iva and Matteo mingle and take photos with arriving guests near the photo-booth backdrop during cocktail hour.
- Bar opens according to confirmed bar plan.
- Passed hors d'oeuvres begin at 3:45 PM and continue until they run out, likely around 4:15-4:30 PM.
- Guests may place belongings at assigned seats; encourage most guests to enjoy the courtyard while elderly or heat-sensitive guests may sit inside.
- Tanya monitors guest flow and dining hall readiness; Natasha monitors bathrooms, garbage, and details.

**4:35-4:45  
PM**

## MOVE GUESTS TO DINING HALL

Tanya

Vendor

### Courtyard to dining hall

#### ACTIONS DURING THIS TIME

- Junior introduces himself as DJ/MC and invites guests into the dining hall.
- Ask guests to check the seating chart, find seats and bring their champagne glass for the upcoming toast.
- Explain Justin and Alyssa will top up champagne once guests are seated.
- Guests check seating chart, enter through the dining hall doors, and settle.
- As the seating announcement begins, Tanya moves Iva and Matteo behind the curtain beside Tony's service area for a brief private reset and holds them there until the 4:45 entrance.
- Confirm family tables, buffet readiness, catering readiness, DJ/MC grand entrance cue, and napkin entrance instruction.

**4:45-5:00  
PM**

## GRAND ENTRANCE

Tanya

Couple

Vendor

### Dining hall

#### ACTIONS DURING THIS TIME

- 4:35 PM: guests are invited in, check the seating chart, bring champagne and find seats promptly.
- 4:35-4:44 PM: Justin and Alyssa, and possibly one qualified Tony server, top up champagne in the dining hall.
- Champagne staff must be fully clear of the floor before the grand entrance starts.
- DJ runs Volare with the napkin cue for the upbeat playful entrance.
- Use Iva and Matteo or the newlyweds, never Mr. and Mrs.
- After the couple is seated, Junior gives a warm welcome toast; Tanya manages the clean handoff into speeches if retained.

**5:00-5:15  
PM**

## SPEECHES

Tanya

Couple

Vendor

Dining hall

### ACTIONS DURING THIS TIME

- Working assumption unless the couple changes it: Junior gives the short welcome toast immediately after the entrance.
- Housekeeping follows with washrooms, smoking on the gravel area to the right of the pavilion, no glassware outside, and out-of-bounds reminders.
- Working order is Marina Panevska and Zoran Panevski, then Maria Soriano and Rob Soriano, then Iva and Matteo.
- Limit the block so buffet can still open at 5:15 PM.
- DJ/MC keeps speakers moving and protects dinner timing.

**5:15-6:15  
PM**

## BUFFET DINNER

Vendor

Tanya

Dining hall

### ACTIONS DURING THIS TIME

- Buffet dinner opens at 5:15 PM.
- Release Iva and Matteo first, then Tables 1 and 2, their immediate-family tables.
- Continue in pairs: Tables 3-4, 5-6, 7-8, 9-10 and 11-12.
- Tanya watches pacing.
- Natasha supports clearing and guest needs as appropriate.
- 6:15 PM is last call for buffet dinner / seconds.

**6:15-6:55  
PM**

## TABLE DASH, SHOE GAME, DESSERT FLIP, AND CAKE HOLD

Tanya

Couple

Vendor

### Dining hall

#### ACTIONS DURING THIS TIME

- After final buffet call, begin the Table Dash around 6:20 PM or as soon as the room/photo/video team are ready.
- Use the Table Dash to get fast table photos while the room is still mostly seated and photo-ready.
- During Table Dash, staff stay out of couple/photo/video sightlines and do not push racks or bus actively through the room.
- DJ/MC leads the Shoe Game second and continues questions until Tanya gives the cake-ready cue while Tony's team resets cake, desserts, cookies and coffee/tea.
- If the low-lying smoke booking and safety approvals are complete, Tanya targets a 6:55 PM activation for a full five-minute build before the approximately 7:00 PM first dance. If cake photos or cake removal are not clear, delay the smoke and first dance together rather than shortening the build.
- Guests face bride and groom, away from the buffet/dance floor area, so staff can work harder behind the scenes.
- By the end of this block, cake must be physically ready and the room must be visually reset for the 6:55 PM cake cutting.

**6:55-7:20  
PM**

## CAKE, FORMAL DANCES, GROUP PHOTO, AND DESSERT LAUNCH

Tanya

Couple

Vendor

### Dining hall

#### ACTIONS DURING THIS TIME

- 6:55 PM cake cutting is fixed and should start only when photo/video are fully in place.
- Cake cutting uses A Sky Full of Stars.
- After the photo moment, two assigned servers quietly move cake to the back for cutting. Named cutting/plating ownership still needs confirmation; Sehar is setup-only.
- Then run first dance, father-daughter dance, mother-son dance, and one full guest photo in clean sequence.
- After parent dances, Junior calls all guests to the dance floor, asks them to leave drinks/items at tables, and runs the full-group photo before the beat-drop open-floor song.
- Dessert, fruit, cookies, cake, coffee and tea should be ready by the open-floor launch. Mention espresso/gelato only if booked.

**7:20-  
10:00 PM**

## OPEN DANCING, DESSERT, COFFEE/TEA, AND BAR ACTIVE

Tanya

Couple

Vendor

### Dance floor

#### ACTIONS DURING THIS TIME

- After the guest photo, the DJ should drop directly into upbeat party energy and announce dessert, wedding cake, and coffee/tea. Mention espresso or espresso-and-gelato only if that vendor is booked and ready.
- Accidentally In Love is the current open-floor launch track in project notes unless the couple changes it.
- While tables are mostly empty, staff clear BNK plates, cutlery, goblets, wine glasses and black napkins. Transfer remaining wine into plastic cups and replace every removed water goblet with a clean plastic cup.
- Pack BNK racks/crates correctly and continue garbage/recycling throughout the party.
- Ali photography ends at 8:30 PM, so any remaining must-capture moments should happen before then.
- Bar warnings remain 9:30 PM first warning, 9:50 PM final warning, and 10:00 PM hard bar close.

**10:00-  
11:00 PM**

## LATE DANCING AFTER BAR CLOSE

Tanya

Vendor

### Dining hall, courtyard, bar

#### ACTIONS DURING THIS TIME

- Alcohol service ends at 10:00 PM because the liquor permit cannot extend later.
- Music continues until 11:00 PM while the bar cleans up quietly and the party stays visually intact.
- Protect the guest experience from visible teardown too early.
- At 10:00 PM Junior also advises that one hour of music remains and guests should arrange safe transportation.
- Final-song cue is approximately 10:55 PM; music fully off at 11:00 PM.
- Prepare for pickups, rentals, and cleanup without letting logistics take over the room too soon.

**10:00  
PM-12:00  
AM**

## CLEANUP, RENTALS, LOAD-OUT

Tanya

Natasha

Vendor

Full venue

### ACTIONS DURING THIS TIME

- Bar closes and cleans up.
- Music is off at 11:00 PM; guests depart promptly.
- Use a firm 11:30 PM venue-close expectation, but do not falsely state the physical gates lock.
- Target guests mostly/all gone by 11:30 PM; final crew sweep continues to midnight.
- Catering cleans/departs, DJ tears down, dinnerware returned correctly.
- Decor packed by owner/vendor, lighting takedown if same night, gifts/cards loaded.
- Final sweep: courtyard, pavilion, dining hall, bathrooms, kitchen/service area, parking, storage.