

## Katie & Kevin's Wedding Schedule

	Location	Arrival/Invitation Time
Planning Meeting		
Rehearsal	Wednesday 10/9/19 5:30PM with Coordinator Megan.	
House Rental	Farm House(paid by Lynn Croteau) rented Friday 10/11/19 check in 1or2pm. Check out Sunday 10/13/19 11am. Apple House (Paid) check in Saturday 10/12/19 Check out Sunday 10/13/19 11am.	wood for fire pit by Farmhouse. Camper in parking lot (PAID)
Ceremony on-site	Pavilion - possibly tree if weather allows.	
Bride getting ready on site	YES	
Groom getting ready on site	YES	
Accessible Parking used	NO - Drop off on patio/ Golf cart service	
Guests arriving by bus	NO	
Written on wedding sign, Hashtag, Website?	Katie & Kevin 10.12.19	#kevinandkatieforever
VVF Decorations Used	VVF Cheesecloth in Yellow Barn.	
Decorations brought in	possible swag of fabric on Hickory tree - NOT HAPPENING	wood for firepit by Farmhouse
VVF farm products	VVF Maple Leaf Bottle Syrup for 140 for early September,	
Tables for Catering		

### WEDNESDAY 10/9/19

5:30 PM **Rehearsal with VVF staffer**

### Friday 10/11/19

2 PM **Check in to Farm House**

### SATURDAY

10/12/19

### Wedding Day

Katie

11:00 AM **Earliest Arrival Time**

Bag drop off at Farm House & Apple House

11:00 AM

**Wedding Coordinator arrives: Megan Mosher with help from select Groomsmen**

11:00 AM

**WELCOME DRINKS: 2 Bottles of Prosecco with OJ for Mimosa's**

10:45 AM

Bride Arrives - with 6 Bridesmaids, 2 flower girls, 2 mothers - Hair and make up in Love Nest

11:00 AM

Love Nest

11:00 AM

Photo booth camper dropped off at patio

11:00 AM

Photographer Tammy arrive

12:15 PM	<b>WELCOME DRINKS:</b> Cooler of majority Sam Adams Oktoberfest with mix of domestic beers (16 Beers)	
12:30 PM	Groom Arrives	Sugar House
2:00 PM	Check in to <b>Apple House</b>	Let know if possible earlier / Welcome Bags delivered to guests rooms by Megan
2:00 PM	Photographs: Bridesmaids & Groomsmen	
<b>3:00 PM</b>	<b>Invitation Time</b>	
3:00 PM	Bride and Bridal party to FarmHouse	Wedding party picked by our hay trailer with VVF Tractor
3:00 PM	Horse and Buggy from Clay Hill Farm picks up Bride at FarmHouse	
<b>3:30 PM</b>	<b>Ceremony Start Time</b>	Pavilion or possibly tree.
	Processional	Officiant enters makes welcome remarks
		Groom enters escorted with his parents Richard & Suzie
		Groomsmen enter: Matt (BM/Brother), Brian, Kurt, Kris, Tyler, Adam
		Bride's mother Lynn enters with her husband Dale
		Bridesmaids: Veronica, Jen, Nicole, Becky, Alicia, Mary (MOH)
		Flower Girl: Rosie WITH Ring Bearer: Benjamin
		Bride enters with her father Joe
	Ceremony End Time	<b>Bride: Groom:</b>
	Photographs	VVF golf carts available.
<b>4:15 PM</b>	<b>Cocktail Hour Begins - BAR OPENS</b>	Stationary and passed appetizers
4:15 PM	Scotty Photo booth on patio opens	
5:25 PM	Invite Guests to be seated for Dinner	
<b>5:30 PM</b>	<b>Cocktail Hour Ends - BAR CLOSED</b>	
5:45 PM	Reception Introduction	
5:50 PM	First Dance	
6:00 PM	Sunset Photographs (6:14PM)	
<b>6:00 PM</b>	<b>BAR OPENS</b>	
<b>6:15 PM</b>	<b>Dinner Served - Buffet</b>	
	All guests have their food	
7:00 PM	Toasts: best man, Bride's maid of honor	
7:30 PM	Photo booth closes	
	VVF staff removes buffet tables	
7:30 PM	Dance with Parents	
7:40 PM	DJ leads couples dance	**at time DJ decides
7:45 PM	Dancing	
7:45 PM	Fire pits lit	
7:40 PM	Cake Cutting - unannounced	
8:00 PM	Cupcakes served from buffet	

9:50 PM	<i>Last Song</i>	
<b>10:00 PM</b>	<b>BAR CLOSED</b>	
<b>10:00 PM</b>	<i>Lights on, and Exterior lights on by exits. Guests exit. Cleanup Begins</i>	Tables cleared. VVF staffer and wedding coordinator Megan packs up and load decorations and flowers into a car.
11:00 PM	<i>All Vendors Exit</i>	

# Guest Count

Guest Details	#	Notes
Adults	145	
Children	0	If you would like a 'Kids table' please let us know and we can suggest table activites
Infants	0	We do not provide high chairs

*\*If you are hiring a babysitter, please let us know their contact information.*

**Total # of Guests 145**

*\*Do you have guests needing handicap assistance? A golf cart available upon request managed by Valley View Farm staff for their convenience. Please make us aware of their names and arrival.*

	# Meals	Name(s)
Valley View Farm Staff	1	
VVF Bar Staff	4	
Photographer	2?	
Wedding Coordinator	1	
Other	0	
Other	0	
Other	0	
Other	0	
<b># Vendors Requiring Meal</b>	6	Other