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Wedding Runsheet Template

All times below are examples for a 4:00 pm ceremony. Change them to suit your own ceremony time, travel, sunset and venue curfew.

- Work backwards from the ceremony start and forwards from the reception start.
- Keep the buffers, especially for hair and makeup, travel and group photos.
- Fill in every contact, then share the finished runsheet with all vendors and the bridal party.
- Send your DJ the music lists and your photo booth provider the timings at least one week before the wedding.

Wedding Details

Detail	Information
Couple Names	
Wedding Date	
Ceremony Venue + Address	
Reception Venue + Address	
Weather Plan B	
Number of Guests	
Ceremony Start Time	
Reception Start Time	
Sunset Time	
Venue Curfew	
Ring Holder	
Marriage Witnesses (2, aged 18+)	
Dietary Requirements Sent to Caterer	Yes / No

Key Contacts

Role	Name	Phone	Email
Bride			
Groom			
Day-of Coordinator / Planner			
MC			
Venue Coordinator			
Photographer			
Videographer			
Celebrant			
Catering / Bar			
Florist			
Band / DJ			
Photo Booth			
Hair & Makeup			
Transport			
Emergency Contact 1			
Emergency Contact 2			

1. Preparation (Getting Ready)

Time	Location	What Happens	Who	Notes / Buffers
8:00 am	Prep location	Hair & makeup begin	HMUA + bridal party	Breakfast available
11:30 am	Prep location	Photographer / videographer arrive	Photo / Video	Detail shots (dress, rings, shoes, stationery)
12:30 pm	Prep location	Hair & makeup complete	HMUA	Build in 20–30 min buffer
		Getting dressed / final		

1:00 pm	Prep location	touches	Couple + bridal party	Keep room clear
1:45 pm	Prep / private spot	First look (optional)	Photo	Pre-chosen private location
2:00 pm	Prep location	Hand rings to ring holder	Coordinator	Confirm before leaving
2:15 pm	–	Travel to ceremony	Transport	Add 10–15 min buffer

2. Ceremony

Time	Location	What Happens	Who	Notes / Cues
3:15 pm	Ceremony venue	Vendor final setup & sound check	Coordinator / vendors	Seating, flowers, music
3:30 pm	Ceremony venue	Couple & bridal party arrive and hide	Coordinator	Quiet space, water, last touch-ups
3:30 pm	Ceremony	Guests arrive	Venue / ushers	Prelude music starts
3:50 pm	Ceremony	Bridal party assembles	Coordinator	
4:00 pm	Ceremony	Ceremony begins – processional	Celebrant + music	Order of entry locked
4:00–4:30 pm	Ceremony	Ceremony (vows, rings, signing)	Celebrant	Two witnesses aged 18+ ready for signing
4:30 pm	Ceremony	Ceremony ends – recessional	Celebrant + music	
4:30 pm	Ceremony area	Congratulations / group photos	Photo	Family photo list ready; keep to 15–20 min

3. Cocktail Hour / Canapés

Time	Location	What Happens	Who	Notes
4:30–5:30 pm	Reception	DJ / Band bump-in & sound check	DJ / Band	Test mics for MC & speeches
4:30–5:30 pm	Reception	Photo booth setup	Photo Booth	Needs power point + clear floor space
5:00 pm	Cocktail area	Cocktail hour begins	Catering / Bar	Canapés & drinks start
5:00–5:45 pm	Cocktail / photo spots	Couple & bridal party portraits	Photo / Video	Aim for golden hour (check sunset time)
5:00 pm	Ceremony → Reception	Flowers / décor move to reception (if needed)	Florist / venue	
5:00–6:00 pm	Cocktail area	Guests mingle	DJ / Band	Background music
5:45 pm	Reception	DJ & MC confirm entrance songs, first dance, must-play & do-not-play lists	DJ / MC	Lists sent to DJ 1 week before

4. Reception

Time	Location	What Happens	Who	Notes / Cues
6:00 pm	Reception	Guests move to reception & are seated	Coordinator / ushers	
6:10 pm	Reception	Bridal party entrance	MC + music	Songs; individual cues if desired
6:15 pm	Reception	Couple entrance	MC + music	Songs
6:20 pm	Reception	Welcome & housekeeping	MC	
6:30 pm	Reception	Dinner service begins	Catering	
7:30 pm	Reception	Speeches (set 1)	MC	Keep short (2–5 min each)
7:45 pm	Reception	Mains / continuation of dinner	Catering	
8:15 pm	Reception	Speeches (set 2)	MC	
8:30 pm	Reception	Cake cutting	Couple + MC	Quick photo moment
8:35 pm	Dance floor	First dance	DJ / Band	
8:40 pm	Dance floor	Parent dances (optional)	DJ / Band	
8:45 pm	Dance floor	Open dancing begins	DJ / Band	
9:30 pm	Reception	Late-night snacks / dessert (optional)	Catering	
10:30 pm	Reception	Bouquet / garter toss (optional)	MC	
10:45 pm	Reception	Last drinks called	Bar	

10:55 pm	Reception	Last song / farewell	DJ / Band	Confirm venue curfew
11:00 pm	Exit	Couple departure	Transport	

5. End of Night / Bump-out

Time	Location	What Happens	Who	Notes
11:00 pm	Reception	Venue curfew / guests depart	Venue	
11:00 pm onwards	Reception	Vendor pack-down begins	All vendors	Confirm bump-out finish time with venue
–	Reception	Final checks / lost property	Coordinator	Gifts, cards, signed certificate, leftover cake collected