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someone əlse

COLLECTIVE

THE FREE

Wedding day run sheet

Every great wedding day has one document behind it.

This is the one we use. A run sheet tells every person on your day where to be, when, and who to ask, so you don't have to. Fill it in on your screen or print it, then send a copy to your vendors and your bridal party about two weeks before the big day.

THE DETAILS

Couple	
Wedding date	
Ceremony venue	
Reception venue	
Ceremony time	
Guests	
Sunset time	*(check on the day: it shapes your photos)*

INSIDE

01 Key contacts

02 A sample timeline

03 Your timeline

04 Ceremony & speeches

05 Photo list & day-of kit

You could fill this in yourself. Or **someone** əlse *could.*

Who’s who on the day

One list everyone can find. Give it to your coordinator and bridal party so nobody needs to call the couple.

ROLE	NAME	PHONE	ARRIVES
Coordinator			
Photographer			
Celebrant			
Venue manager			
Caterer			
Florist			
Hair & makeup			
DJ / band / musician			
Cake			
Transport			
Stylist / hire			
MC			
Bridal party lead			
Day-of point person			

GOOD TO KNOW

- Choose one day-of point person (your coordinator, or a calm friend) and put their number on every vendor’s copy.
- Note arrival times, not just names. Most day-of hiccups are someone arriving to a locked door.
- Confirm final payments before the day, so nobody chases an envelope at the reception.

A day that runs itself

An example for a 3:30pm ceremony with the reception at the same venue. Shift the times to suit yours.

TIME	MOMENT	NOTES
9:00	**Hair & makeup begins**	Allow 45–60 min a person. The couple goes second-last, not last.
11:30	**Florals delivered**	Bouquets, buttonholes and corsages to the getting-ready location.
12:30	**Lunch**	Everyone eats something. Really.
1:00	**Photographer arrives**	Details first: rings, invitation, shoes, florals.
1:45	**Getting dressed**	Final touches, gifts and letters.
2:15	**First look (optional)**	Frees up time for photos later.
2:45	**Travel to ceremony**	Add 15 minutes of buffer for traffic and parking.
3:00	**Guests arrive**	Celebrant, music and seating ready.
3:30	**Ceremony**	Around 20–30 minutes.
4:00	**Congratulations**	Confetti or bubbles, then guests to canapés.
4:15	**Family & group photos**	About 20–30 minutes with a prepared list.
4:45	**Couple portraits**	Guests enjoy drinks and canapés.
5:45	**Guests seated**	MC welcome.
6:00	**Grand entrance**	Then entrée.
7:00	**Speeches**	Three to five minutes each keeps the room with you.
7:30	**Main course**	Sunset portraits if the light is right (10–15 min).
8:30	**Cake & first dance**	Dance floor opens.
10:30	**Farewell**	Last song, exit, pack down. Who takes gifts and cards home?

PLANNER'S NOTES

- Add 10–15 minutes of buffer after every move. Hair and makeup almost always runs late.
- Canberra sunset is around 5pm in mid-winter and after 8pm in mid-summer. Build portraits around it.

Before the ceremony

From the first alarm to “I do”. Type straight into the boxes, or print and write.

TIME	WHAT’S HAPPENING	WHERE	WHO’S RESPONSIBLE

Reception & into the night

From congratulations to the last song, plus who’s packing down.

TIME	WHAT’S HAPPENING	WHERE	WHO’S RESPONSIBLE

The order of things

The details your celebrant, MC and musicians will ask for.

PROCESSIONAL ORDER

1st	
2nd	
3rd	
4th	
5th	
6th	
7th	

READINGS & READERS

SPEECH ORDER

MC	
1st	
2nd	
3rd	
4th	
5th	

CEREMONY MUSIC

Guests arrive	
Walking in	
Signing	
Walking out	
Backup plan	

RINGS & EXTRAS

Rings with	
Confetti by	
Rain plan	
Notes	

RECEPTION MOMENTS

Entrance song	
First dance	
Cake cutting	
Last song	
Exit	

The people, and the safety pins

Name every group you want photographed. A clear list makes family photos quick and painless.

FAMILY & GROUP PHOTOS

1
2
3
4
5
6
7
8
9
10

FROM THE PHOTOGRAPHER

- Keep the list to about ten groups and start with the largest, so grandparents can sit down sooner.
- Name a wrangler, someone who knows both families and isn't shy, to round people up.

DAY-OF EMERGENCY KIT

- [ ] Rings
- [ ] Phone chargers
- [ ] Painkillers & plasters
- [ ] Stain remover pen
- [ ] Sunscreen & water
- [ ] Comfy shoes
- [ ] Vendor payments sorted
- [ ] Marriage paperwork
- [ ] Safety pins & sewing kit
- [ ] Tissues & blotting papers
- [ ] Umbrellas (it's Canberra)
- [ ] Snacks for the couple
- [ ] Deodorant & mints
- [ ] Hair ties & bobby pins

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You could run the day yourself. Or someone else could.

We're Alicia and Nathan, a husband-and-wife team in Canberra. Alicia brings years of project management to your planning. Nathan photographs your day. One team, one run sheet, and nobody asking you where the cake knife is.

On-the-day coordination

We take your plan and run it, from vendor arrivals to the last song. Photography included.

Full wedding planning

Vendor sourcing, budgets and design in the lead-up, then we run the day. Photography included.

Enquire at someoneelsecollective.com

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someone else

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Canberra & surrounding NSW