

YOUR WEDDING EVENT RUN SHEET, AND HOW TO USE IT...

This is easy to use but I'll talk you through it anyway...

The first section is for you to fill in any contact information for both the Bridal party and your suppliers.

Next you can enter an overview of your timings i.e. 1800-1830 Speeches for example

Enter in your guest numbers and remember to detail how many children you have

Below all this is the running order, here you can add all of the details such as set up, decorations, specific instructions etc. Just delete any sections that are not relevant to you.

I have put a few prompters but don't be afraid to add as much detail as possible. It is better to have too much detail than not enough.

Hopefully that all makes sense but feel free to contact me if you have any problems or need help.

James Maidment

James

Your Magical Wedding Host

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MAIN DETAILS

Couple's Names _____

Wedding Date _____

Wedding Ceremony Location

Address _____

Wedding Venue

Address _____

Day Numbers

Adults _____

Children _____

Evening Numbers

Adults _____

Children _____

SUPPLIER CONTACTS

Supplier	Contact Person on the Day	Email Address	Contact Number on the Day	Arrival Time



JAMES
MAIDMENT
magician
& HOST

EVENT RUN SHEET

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James Maidment Magician



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SIMPLE ONE SHEET TIMING OVERVIEW

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 James Maidment

RUNNING ORDER

SET UP – CEREMONY

Time (from)Time (to)Room/Area

Room set up (i.e. layout of tables, chairs, other furniture etc)

Decorations

Who's responsible for which parts of the set up

Notes

SET UP – DRINKS RECEPTION

Time (from)Time (to)Room/Area

Room set up

Tables and seating layout

Table plan display and location

Decorations

Who's responsible for which parts of the set up

Notes

SET UP – WEDDING BREAKFAST

Time (from)Time (to)

Room/Area _____

Room set up

Number of tables _____

Shape of tables _____

Number of people per table _____

Cake table location _____

Present table location _____

Table plan display and location _____

Cake stand and knife supplied by _____

Thank you gifts (put out on seats or stored ready for speeches) _____

Decorations _____

Who's responsible for which parts of the set up _____

Notes _____

GETTING READY – BRIDE AND BRIDESMAIDS ETC

Time (from)Time (to)Location _____

Equipment for hairdressers/make-up artists (i.e. chairs, table, extension lead for power)

Food & drink for everyone whilst getting ready (i.e. breakfast, snacks, bubbles etc)

How and when the bouquets will arrive (along with any button holes for the Bride's side of the family)

Notes _____

GETTING READY PHOTOS – BRIDE

Time (from)Time (to)

Location _____

Photos to be taken _____

GETTING READY PHOTOS – GROOM

Time (from) _____ Time (to) _____

Location _____

Photos to be taken _____

ARRIVAL – GROOM

Time (from) _____

Time (to) _____

Location _____

Travelling from _____

How (i.e. car) _____

Who travelling _____

ARRIVAL – BRIDE

Time (from) _____

Time (to) _____

Location _____

Travelling from _____

How (i.e. car) _____

Who travelling _____

CIVIL CEREMONY – REGISTRARS TO SPEAK TO THE GROOM

Time (from)Time (to)Location _____

CIVIL CEREMONY – REGISTRARS TO SPEAK TO THE BRIDE

Time (from)Time (to)Location _____

CEREMONY

Time (from)Time (to)

Location _____

Seating to be reserved _____

Any items to be handed out (i.e. confetti, order of services) _____

Music

How is this being played _____

Who is playing the music _____

Song for walking down the aisle _____

Song(s) for signing the register _____

Song for walking back down the aisle _____

Readings (and who by) _____

Witnesses _____

Photos to be taken

Before _____

During _____

After _____

Notes _____

TRAVEL TO THE VENUE FROM THE CEREMONY

Time (from)Time (to) Journey Time _____

Drinks for the journey _____ How (i.e. car) _____

DRINKS RECEPTION

Time (from)Time (to)Location _____

Drinks (type, quantity, non-alcoholic option and how being served i.e. tray service, drinks station)

Will the bar be open if people want alternative drinks? _____

Canapes _____

Music

How is this being played _____

Who is responsible for putting the music on _____

Playlist/CD _____

Photos to be taken _____

Person to assist the photographer in rounding people up for photos _____

Notes _____

SIT DOWN

Time (from)Time (to)Location _____

James to announce guests to go through to take their seats Yes No

James to arrange participants in the receiving line (if applicable) Yes No

James to arrange participants in the receiving line (if applicable) Yes No

James to announce the Wedding Party into the Room Yes No

James to announce the Bride and Groom into the Room Yes No

Notes _____

WEDDING BREAKFAST

Time (from) Time (to) Location _____

Menu: Starter _____

Menu: Main Course _____

Menu: Dessert _____

Yes No

Tea and Coffee (is this being served and if so at the tables or on a tea/coffee station)

Dietary Requirements _____

Alternative Menu being served for Dietary Requirements _____

Drinks with the meal _____

Including water Yes No Is this bottled or tap? **B** **T** Will the bar be open if people want

alternative drinks? Yes No **Music**

How is this being played

Who is playing the music _____

Notes _____

SPEECHES

Time (from) Time (to) Location _____

Toasting Drink _____

Order of the Speeches _____

James to intro the _____

speeches Thank you gifts _____

Notes _____

TURNAROUND TO EVENING RECEPTION (if applicable)

Time (from) _____ Time (to) _____ Location _____

Room set up _____

Changes to be made _____

Who's responsible for which parts of the set up _____

Notes _____

EVENING RECEPTION

Time (from) _____ Time (to) _____ Location _____

Cake Cutting

Time _____

Who to announce _____

What to be cut up _____

When to be served _____

Notes _____

Garter/Bouquet Toss Time

Time _____

Who to announce _____

Notes _____

First Dance Time

Time _____

Who to announce _____

Song _____

Who playing _____

Notes _____

Music/Entertainment

Band/DJ _____

Set times _____

Music for between sets (if band) _____

Evening Food

Time _____

Menu _____

Where and how being served _____

Notes _____

EVENT FINISH

Time (from) _____ Time (to) _____

Location _____

Clearing Up

Anything to be cleared that night _____

Who to be responsible for clearing _____

Notes _____

CLEARING THE NEXT DAY

Things to clear _____

Who to be responsible for clearing _____

Notes _____

CLEARING THE NEXT DAY

Notes _____
