



# Guidelines for Creating Your Wedding Ceremony Itinerary:

Below are some tips and explanations for organizing the flow of your wedding ceremony. The sample itinerary below outlines a traditional ceremony, however every wedding is different. The following example is intended to be only a guideline. In some cases we may make suggestions based on our experience, but the final decisions are always yours. Please discuss any questions or concerns you may have with your agent. Your itinerary sheet should be sent to Class Acts **no later than 30 days prior to your wedding date.**

## Miller/Smith Wedding Ceremony Detail Sheet Saturday, June 2, 2007

**Bride & Groom:** Jane Miller and John Smith

**Class Acts Entertainment agent name:** Lisa

**Person hiring the entertainment:** Robert Miller (father of the bride), 614-555-6162

**Contact for the Day of the Wedding:** Jenny Langer, 614-555-9882 (cell)

**Venue:** Whetstone Park of Roses; 3901 N. High Street, Columbus, OH 43214  
**Outdoor wedding** – in the case of inclement weather, move to shelter house.  
(The decision to move inside will be made by 2:00 PM – call Jenny Langer, to check on this.)

**Entertainer:** Prestige Trio with trumpet  
**Entertainer start time:** 4:00 PM      **Entertainer end time:** 5:15 PM  
**Musicians other than Class Acts:** Vocalist Ben Crawford – 555-1468

**Will an aisle runner be used?** No

### Music

**Prelude:** 4:00 PM

**Music Selections:** Gift of Love  
Allegro Maestoso (Handel)  
**Others selections to be chosen by the trio**

**Processional** (cued by Jenny Langer): **4:30 PM**  
**Mother's Music:** Jesu Joy of Man's Desiring (2 mothers)  
**Attendant's Music:** Canon in D (4 bridesmaids and 3 children)

**Bride's Music:** Bridal March (Wagner)

**Candle Ceremony:** Ave Maria – sung by Ben Crawford  
**Accompanied by Trio**

*Introduction of Mr. & Mrs. John Smith*  
**Recessional:** Trumpet Tune (Purcell)

**Postlude:**  
Ode to Joy, Rondeau

**Number of guests expected?** 130 to be dismissed by receiving line

**Please DO NOT Play:** Ode to Joy (Beethoven)

Phone: 614-358-1888 • Fax: 614-358-2041 • Toll Free: 877-554-1888  
E-mail: info@class-acts.com • Web: www.class-acts.com  
245 Mount Vernon Avenue • Suite 100 • Columbus, OH 43215

Important to have a contact who is not in the wedding party to cue the musicians when it is time to start the processional.

Excessive sun, heat, cold, wind, rain, mist, wet grass and lightning can pose serious problems to instruments and/or render performance impossible. Acceptable temperature for outdoor performances is between 65° and 92° F. We recommend that you secure an alternate indoor location well in advance of your event in case of inclement weather.

If an aisle runner is used, the performers can play "fill-in" music as it is rolled out.

Background music to be played as guests are being seated. Typically begins 30 minutes prior to the processional.

If you're planning a special ceremony during the service (like the unity candle) that requires musical accompaniment, be sure to include it on your itinerary (Examples: rose ceremony, sand ceremony, foot washing ceremony, and many other culture-specific ceremonies).

Background music to be played as guests are dismissed.

Prelude to Postlude times generally do not exceed 75 minutes.

If other musicians will be involved in the ceremony, be sure to inform your agent well in advance of your date so that any necessary rehearsals may be arranged.

Feel free to leave the prelude/postlude music up to the performers.

Bride should wait for the attendants to be in place and the change of music before proceeding down the aisle.

Be sure to give a cue to start the recessional.

It is also very important to note any music that you DO NOT want to hear.