



Events With Becca, Inc.

Setup
Andrea & Tanner
March 30th, 2019
Jacksonville Pres & Bigham Knoll

Church Entry

- * Outside Door: Entry Door
 - * Childcare sign taped (add arrow)

- * Guestbook/gift Table: left side of sanctuary doors in foyer
 - * Jackson table (motif)
 - * Chiffon runner (EWB)
 - * Fairy lights under chiffon qt. 1
 - * Guestbook
 - * Diamond Pen
 - * Large silver picture frame
 - * two small frames
 - * Guestbook/gift signs & wood slice holder
 - * 3 silver candle stick holders & candle sticks
 - * bouquet (Penny & Lulu)



- * Welcome Sign: opposite side of guest book table
 - * black easel (ewb)
 - * "It was Always You" sign
 - * Garland (Penny & Lulu)



Ceremony

- * Aisle
 - * aisle runner (Penny & Lulu)
 - * lite garland on sides (Penny & Lulu)
 - * each aisle chair receives pinned bouquet (Penny & Lulu)



- * Reserved family seating
 - * chair cards (refer to layout) on inside back of chair
 - * use pins (ewb)

- * Arch: on stage at end of aisle runner
 - * put on the stage
 - * foliage all over arch (Penny & Lulu)

- * Communion table: in front of cross
 - * Provided by church
 - * table
 - * elements

- * Chairs
 - * place programs on seats



Transition

*Entry (do during ceremony)

- * place all gifts & cards into designated car
- * take guestbook, pen, runner, candle sticks & holders, frames, guestbook sign & wood slice, gifts sign & wood slice, bouquet, Jackson table over to reception
- * Guest book table is placed under **left** mirror in the ballroom
- * Welcome sign & easel & garland
 - * place outside entry doors
 - * if raining, put by cake or buffet tables



*Reception

- * lighting
 - * turn on all fairy lights **mode #4** (trees, centerpieces, under runners)
 - light all candles (**not** candlesticks)

* Ceremony

* Arch

- * move arch outside immediately for some family photos into grass area per photographer's request
- * after photos, move over to the ballroom behind the head table centered on bride and groom chairs + add 2-3 twinkle fairy lights



* Aisle runner

- * roll it up and take to ballroom
- * place on stage behind curtain
- * place aisle greenery at the edge of stage in ballroom

* Chair décor

- * remove family seating cards

- * remove chair bouquets (remove pins from bouquets)
- * use bouquets to decorate appetizer table, cake table
buffet table, bar
- * Ask Becca to place extras (possibly in entryway)
- * clean up programs

- * make sure top of each placesetting has cookie favor
- * Add twinkling strands quantity **3** on **mode #4** to arbor

* Reception--Ballroom

- * **HEAD TABLE:** in front of windows, left side
 - * 2 farm tables (Rosewood--12 ft)
 - * 3 chiffon runners slightly off center and draping off table (ewb)
 - * fairy lights under chiffon (quantity 2)
 - * 12 chairs-- one side
 - * Bride & Groom chairs
 - * chiffon pieces (2 per) (ewb)
 - * Mr & Mrs signs - hang with twine (ewb)
 - * wreath around signs (Penny & Lulu)
 - * garland down table on chiffon
 - * pillar candles - 16 tall, 16 medium
 - * short candles - 16
 - * votive candles - 16
 - * floating candles (Penny & Lulu)
 - * placecards (see documents)
 - * napkins on placesettings
 - * Mr. & Mrs. champagne flutes
 - * place settings
 - * cookie favor (top of plate)
 - * Arch behind table (after ceremony) +



* GUEST TABLES

- * 25 round tables (Bigham Knoll)
- * white linen (double) (Bigham Knoll)
- * place settings (Bigham Knoll)
- * napkins on plates
- * 5 votive candles (125 total)
- * 3 ft fairy lights (put in centerpiece) (ewb)
- * centerpiece arrangement (Penny & Lulu)
- * cookie favor (top of plate) (Sweet Stuff)
- * table number & wood slice (ewb)



* FAMILY TABLES

- * number 1-3
- * double reserved signs & table numbers
- * placecards (see document)

* BUFFET TABLES

- * His & Her choices & wood slices (ewb)
- * aisle décor (after transition)

* KIDS' TABLES: located upstairs

- * 3 short bistro tables (Bigham)
- * white linens (Bigham)
- * Kids' activities spread out amongst tables

* APPETIZER TABLE: located under right mirror

- * 6 ft table (Bigham)
- * white linen (Bigham)
- * chiffon runner (ewb)
- * fairy lights under runner (ewb)
- * aisle bouquet (after transition)
- * candles (2 pillar, 2 short, 2 votives)

* CAKE TABLE: located in corner by ramp

- * round table (motif)
- * 1 Privet tree & fairy light static mode 4 twinkle (behind)
- * 2 magnolias & fairy lights mode 4 twinkle
- * chiffon runner

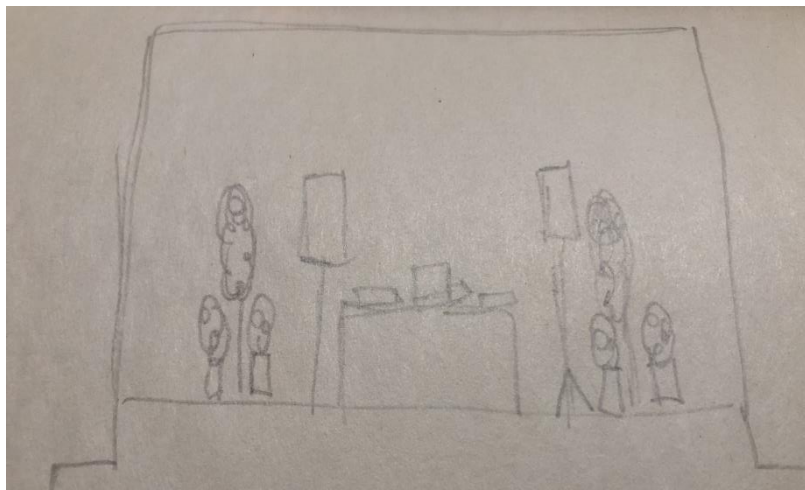


- * fairy lights under runner
- * cake plate
- * fork and knife cutting (ewb)
- * Mr & Mrs forks
- * 3 picture frames
- * toss bouquet (Penny & Lulu)
- * picture of cake design
- * cake topper
- * chiffon bottom of trees (quantity 3)



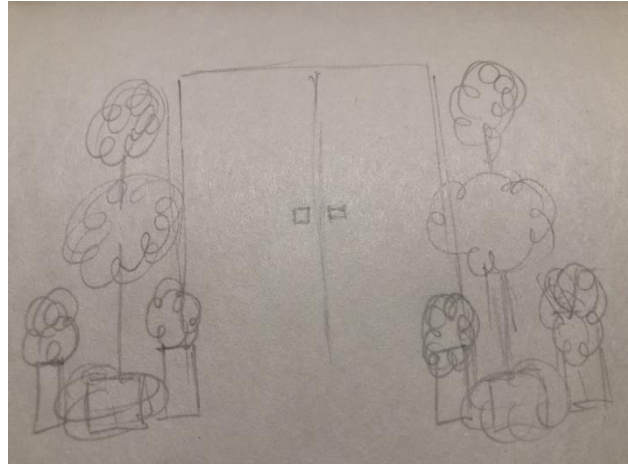
***STAGE**

- * 2 magnolias w/twinkle mode #4 fairy lights on either side
- * 4 small shrubs w/static fairy lights 2 with each magnolia
- * chiffon around bottom of trees (quantity 6)
- * white linen for DJ table



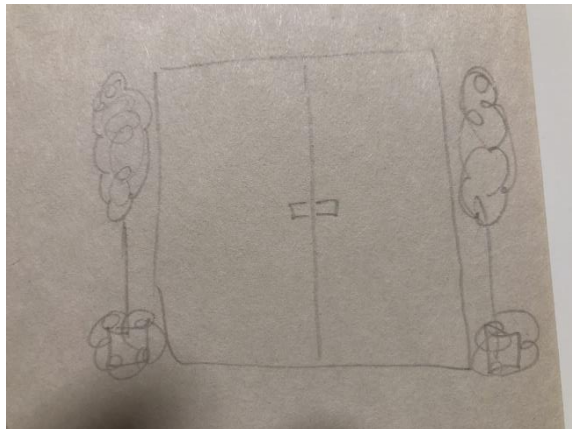
*MAIN ENTRANCE

- * 2 Privets w/ twinkle mode #4 fairy lights on either side
- * 4 small shrubs with static fairy lights
2 with each privet
- * Chiffon around bottom of trees (quantity 6)



* SIDE ENTRANCE

- * 2 magnolias w/twinkle mode #4 fairy
- * chiffon around bottom (quantity 2)



* GUESTBOOK TABLE: located under left mirror

- * moved after transition
- * Jackson table (motif)
- * chiffon runner
- * fairy lights under runner
- * pictures
- * guestbook & pen
- * tall bouquet
- * candlesticks (quantity 3)
- * signs & wood slices
- * basket w/ sign (ewb)
- * flip flops in basket

*ENTRY (outside main entrance)

- * black easle (ewb)
- * garland (Penny & Lulu)
- * sign "it was always you"

*BAR

- *sign & wood slice
- * 2 pillar, 2 short, 2 votive candles