



Events With Becca, Inc.

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

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