

# Wedding Day Timeline Worksheet

A practical planning tool for Aspen and Colorado mountain weddings—designed to protect the guest experience, preserve time for meaningful photographs and film, and build in the buffers that mountain logistics require.

| HOW TO USE IT                                                                                                                                                                                                | SUMMIT'S STARTING POINT                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Complete this with your planner and photography/film team. Start with fixed events—ceremony, transportation, dinner and venue access—then work backward. Add realistic movement time between every location. | Ten hours usually gives a wedding day enough room for getting ready, the ceremony, the reception and useful buffer. Eight hours is workable but often feels compressed; six hours usually begins around the ceremony. |

## Wedding overview

|                              |                             |
|------------------------------|-----------------------------|
| Couple                       | Wedding date                |
| Planner / lead contact       | Venue(s)                    |
| Ceremony start               | Dinner service              |
| Photo coverage begins / ends | Film coverage begins / ends |

## Choose the day’s priorities

|                                                         |                                                          |
|---------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Relaxed getting-ready coverage | <input type="checkbox"/> Private first look              |
| <input type="checkbox"/> Private vows                   | <input type="checkbox"/> Wedding-party first look        |
| <input type="checkbox"/> Extended family portraits      | <input type="checkbox"/> Sunset portraits (5–10 minutes) |
| <input type="checkbox"/> Night portraits                | <input type="checkbox"/> Grand exit                      |

## Coverage guide

| 6 HOURS                                                                                            | 8 HOURS                                                                                       | 10+ HOURS                                                                                                     |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Usually ceremony through the strongest part of the reception. Little or no getting-ready coverage. | Some getting ready through open dancing, but transitions and portraits must stay disciplined. | Room for getting ready, full ceremony and reception coverage, plus the buffers that make the day feel calmer. |

# Build the day

Use the suggested time ranges as a starting point. The goal is not to schedule every minute—it is to protect the parts of the day that tend to compress when preparation, travel or setup runs late.

| TIME | EVENT                    | STARTING POINT                             | NOTES / LOCATION                                                          |
|------|--------------------------|--------------------------------------------|---------------------------------------------------------------------------|
|      | Details and flat lays    | 15 minutes minimum; 25 ideal               | Keep meaningful items together before coverage begins.                    |
|      | Getting ready            | 5–10 minutes of active coverage per person | Allow extra unscheduled time because mornings often drift.                |
|      | Hair and makeup complete | 20 minutes before first look minimum       | Use more buffer when changing locations.                                  |
|      | First look               | 20 minutes total                           | Includes setup, the reveal and a few quiet minutes afterward.             |
|      | Couple portraits         | 20–30 minutes                              | Allow 60–90 minutes when scenic portraits are a major priority.           |
|      | Wedding party            | 20–30 minutes                              | Skip individual combinations unless they matter to you.                   |
|      | Family portraits         | 20–30 minutes                              | Use one approved list and one person who can gather relatives.            |
|      | Travel / parking / gear  | Venue-specific buffer                      | Include shuttles, gondolas, walking and downtown Aspen parking.           |
|      | Ceremony                 | Venue and tradition specific               | Protect setup time and a small delay buffer.                              |
|      | Cocktail hour            | Usually 60 minutes                         | Keep remaining portraits focused so the couple can join guests.           |
|      | Reception formalities    | Group together                             | Entrances, dances, toasts and cake work best as a coordinated block.      |
|      | Toasts                   | 3–4 speakers; 5 minutes each               | Seven minutes only for an exceptional speaker. Avoid staggering speeches. |
|      | Sunset portraits         | 5–10 minutes                               | Mountain ridgelines can hide the sun earlier than the posted sunset.      |
|      | Open dancing             | 60–90 minutes of coverage                  | Avoid announcements or extra toasts once the dance floor is moving.       |

## Custom schedule

| TIME | EVENT / PERSON | LOCATION | OWNER / NOTES |
|------|----------------|----------|---------------|
|      |                |          |               |
|      |                |          |               |
|      |                |          |               |
|      |                |          |               |
|      |                |          |               |

# Portrait plan

A short, approved family list prevents the portrait period from expanding and helps the couple keep their energy for the rest of the day. Consider moving extended combinations to the welcome party.

## Immediate family and wedding party

| GROUP                            | NAMES | PERSON GATHERING THEM |
|----------------------------------|-------|-----------------------|
| Couple + both immediate families |       |                       |
| Partner A immediate family       |       |                       |
| Partner B immediate family       |       |                       |
| Parents / stepparents            |       |                       |
| Siblings                         |       |                       |
| Grandparents                     |       |                       |
| Wedding party                    |       |                       |
| Other priority group             |       |                       |

## Extended family: approved short list

| # | GROUP / NAMES | WELCOME PARTY?                                           |
|---|---------------|----------------------------------------------------------|
| 1 |               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2 |               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3 |               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4 |               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5 |               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6 |               | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### PORTRAIT RULE FOR THE DAY

Only the couple or planner may add combinations after this list is approved. Photographer may politely decline additions when the timeline is at risk.

Couple / planner approval: \_\_\_\_\_ Date: \_\_\_\_\_

# Mountain-wedding buffers

Aspen wedding days often use several locations. This page turns the less-visible logistics—parking, walking gear, shuttles, weather and vendor access—into explicit parts of the plan.

## Movement plan

| MOVE | FROM / TO | DRIVE / SHUTTLE | PARK + WALK + GEAR | TOTAL BUFFER |
|------|-----------|-----------------|--------------------|--------------|
| 1    |           |                 |                    |              |
| 2    |           |                 |                    |              |
| 3    |           |                 |                    |              |
| 4    |           |                 |                    |              |
| 5    |           |                 |                    |              |

## Vendor and guest safeguards

|                                                                          |                                                                          |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Parking / valet plan shared with every vendor   | <input type="checkbox"/> Shuttle departure includes loading buffer       |
| <input type="checkbox"/> Gondola operating times confirmed               | <input type="checkbox"/> Venue load-in route and cart access confirmed   |
| <input type="checkbox"/> Rain / lightning decision time assigned         | <input type="checkbox"/> Altitude, hydration and alcohol guidance shared |
| <input type="checkbox"/> Florist and rental setup dependencies confirmed | <input type="checkbox"/> One person owns every major transition          |

## Reception energy plan

| ITEM                                              | DECISION                                                         | OWNER / NOTES |
|---------------------------------------------------|------------------------------------------------------------------|---------------|
| Grand entrance                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No         |               |
| Early dance set after entrance                    | <input type="checkbox"/> Yes <input type="checkbox"/> No         |               |
| First dance → invite guests in                    | <input type="checkbox"/> Yes <input type="checkbox"/> No         |               |
| Parent dances (about 1–1.5 min each)              | <input type="checkbox"/> Yes <input type="checkbox"/> No         |               |
| Toasts grouped together                           | <input type="checkbox"/> Yes <input type="checkbox"/> No         |               |
| Cake before open dancing / private during dancing | <input type="checkbox"/> Before <input type="checkbox"/> Private |               |
| No announcements after dancing starts             | <input type="checkbox"/> Confirmed                               |               |
| Grand exit coordinator assigned                   | <input type="checkbox"/> Yes <input type="checkbox"/> N/A        |               |

### FINAL CHECK

Does the schedule protect guests from long waits? Are speeches short and grouped? Is there enough time to park, walk gear and move between venues? Is every transition owned by one person?

Planner: \_\_\_\_\_ Photo/film: \_\_\_\_\_ Couple: \_\_\_\_\_

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