



**Chenyu & Ping Wedding  
Run Sheet**

## Bridal Party

Roles	Name	Roles	Name
<b>Bride</b>	<b>Ping Li</b>	<b>Groom</b>	<b>Chenyu Wang</b>
Maid of Honour	Sabrina Zhou	Best Man	Roger Chuang
Bridesmaid	Monica Yaw	Groomsman	Ernest Wijaya
Bridesmaid	Angela Fong	Groomsman	Lester Aguda

## Wedding Preparation

Time	Activity	Name	Notes
<b>19th September 2025</b>			
Friday	Pick up Mannequin	Ernest Wijaya	Drop off at Ping's House Time: 5:30pm to 6:30pm Josephine 0451993108 Address: Como
	Drop off Reception Items	Chenyu Wang	From Chenyu's Place to Beaumonde on the Point Nadine Wellinger 0892188088 Drop to Vendor office in second floor: <ul style="list-style-type: none"> <li>- Table Numbers</li> <li>- Guest Name Cards</li> <li>- Reception Gifts (Adults and Kids)</li> <li>- Welcome sign</li> <li>- Blue Flower Stand</li> <li>- Seating plan</li> <li>- Gifts for parents + pastors</li> </ul>
<b>20th September 2025</b>			
Saturday	Pick up 2 Easels	Monica Yaw	2 to be dropped off at Cana Anne Ibanez 0416596169 Address: Harrisdale
	Pick up Tiffany Chairs and Flower Pillars	Roger Chuang (IC) Lester Aguda	Pick up on Saturday Morning and Drop off at Cana House Flower Pillars x 4 Tiffany Charis x 14 Vendor: TMI Studio Joyce Jiao 0433 555 567 Address: 2/14 Shields Cr, Booragoon
	Drop off Holy Matrimony Items	Ernest Wijaya (IC)	From Chenyu's Place to Cana House <ul style="list-style-type: none"> <li>- Buttonholes for Pastor, Chenyu's father and Groomsman</li> <li>- Holy Matrimony Guest Gifts</li> <li>- Bottled Water</li> </ul>

Time	Activity	Name	Notes
	Sanctuary Decoration	Leena Chai (IC) leChi Suen, Natalie Tan Tiffany Tan (after 1pm) Bridesmaids Groomsmen	Stage Background, Staircase, Sanctuary chairs, Flower Pillars
<b>21st September 2025</b>			
Before Sunday Service	Pick up Lunch for Aflamers	Andrew Chan	Drop off at MC side Pork Bánh Mì x 100 Chicken Bánh Mì x 100 Ben Thanh Lunch Bar Contact: 0434589117 Address: 4/73 Honeywell Blvd, Mirrabooka
	Pick up Bouquet & Buttonhole	Natalie Tan	Drop off at Photocopy Room Bridal Bouquet x 1 Groom's Buttonhole x 1 Chatsworth Flowers Jacqueline: 0400784248 Address: 96 Beaufort Street, Perth
8:30am	Bridesmaids arrive Westin Perth	Bridesmaids	
	Make up Starts	Bride and Bridesmaids	Westin Perth Makeup Artist: Yuko 0430239540
9:30am	Groom arrives Westin Perth	Chenyu Wang	Hair styling Get the room key for Ping's parents
10:30am	Mums arrive Westin Perth	Lijiang Yu Qiuzhi Chen	Parents will drive to Hotel Toyota RAV4 White Rego: 1HUQ923 Lexus RX350 Black Rego: P1NGL

## Holy Matrimony

**Coordinators: Like Johanes & Marini Angouw**

Time	Activity	Name	Notes
<b>Pre Holy Matrimony Preparation</b>			
After Sunday Service	Food Distributing to all Aflamers	Dwi Yoehanes (IC) Helen Cheong Lily Gao	One Bánh Mì per person Half Bánh Mì for children in Sunday School (Resturant Pre-cutted and packed) No food for children under 3 years old
	Order and Pickup Food for Pastors	Stephanie Kho (IC) George Yuan	Order Food: Stephanie Pick up: George
	Cana House Cleaning		Assigned Rostered LG

Time	Activity	Name	Notes
2:00pm	Reception Setup & Deco	Tiffany Tan (IC) Joanne Yeung	Setup Reception table, Wedding Photo Canvas
	Setup Stage Tables & Chairs	William Yong (IC) Kok Yee Wee	Setup Signing Table, Candle Table, Communion Table and Tiffany Chairs
	Signing table & touch up	leChi Suen (IC) Natalie Tan Priscilla Suwarno	Set up Signing Table Deco, Touch up Saturday deco
	Setup Unity Candle and Communion	Ivana Win	Bride will provide Candles & Holders Ivana Win will bring Communion Bread
	Setup Sound System	Lyndon Win (IC) Hendra Wijaya	4 Translation sets for both side of Parents
	Setup Projection and TVs	Sonia Suputri	Chenyu provides PPT slides
	Carpark Ushers in Position	Didier Michel (IC) Rudy Rusli Rudy Suwarno Kocdal Antipas, Tomas Aguda Benny Suwarno Harry Chen	Reserve 5 Parking Bays for: Parents Cars White Toyota RAV4 Rego: 1HUQ923 Black Lexus RX350 Rego: P1NGL  Bridal Cars White Tesla Model Y Rego: 1IOD288 Grey Mitsubishi Outlander Rego:1GYL921  Photographer's Car White Honda Accord Rego: 1EUB613
	Bridal Cars Leaves Cana House	Tze Ong (IC) Senjaya Tresna	
	Photographer and Videographer Briefing	Andrew Chan	Vendor: Allseasons Photo Rio Yapari 0434150762 1 photographer + 2 videographers
2:20pm	Sanctuary Ushers in Position	Priscilla Suwarno (IC) Jean Gao Jacquelyn Chong William Yong Kok Yee Wee	
	Play Waiting Songs & Slides	Sonia Suputri	
2:30pm	Groom and Groomsmen in Position	Chenyu Wang Roger Chuang Ernest Wijaya Lester Aguda	
	MC in Position	Reynard Chan	
	Worship team in Position	Intan Chen (IC)	

Time	Activity	Name	Notes
	Bridal Cars Leaves Westin Perth	Tze Ong (IC) Senjaya Tresna	From Hotel to Cana Tze: Ping & Sabrina Senjaya: Mums, Monica and Angela
2:45pm	Praise and Worship to be ready	Intan Chen (IC)	
	Translator in Position	Lina Han	
	Guests to be Seated	Priscilla Suwarno (IC)	
	Bridal Cars Arrive Cana	Like Johanes (IC) Sabrina Zhou Tze Ong Senjaya Tresna	Sabrina will contact Like once the cars arrive Like will info Sabrina when to come in to Cana House
2:55pm	Ring Bearer and Flower Girl In Position	Like Johanes (IC) Reynard Chan	Ring Bearer: Harrison Clark Flower Girl: Grace Win
	Bride and Bridesmaid in Position	Like Johanes (IC) Reynard Chan	Angela Fong Monica Yaw Sabrina Zhou Ping Li with her Father
<b>Holy Matrimony Commence</b>			
3:00pm	Announcement Start Introduce Marriage Celebrant/ Bridegroom and Groomsmen Bridesmaids Entrance Ring Bearer Entrance Flower Girl Entrance Bride Entrance Marriage as Defined by GOD Declaration of Consent Giving of the Bride Praise and Worship Pastors Message Marriage Blessing Marriage Vow Rings Exchange Prayers of Blessing Signing of Marriage Certificates Holy Communion Lighting of Unity Candles Announcement of Marriage	Ps.Jimmy Goh Ps.Evelin Goh	MC: Reynard Chan  Marriage Certificate Witnesses: Andrew & Vianny Chan Unity-Candle Attendant: Roger Chuang
4:00pm	Photo Taking	Rio Yapari	MC Announce Photo Taking Order Order: Family, Pastors, Friends and Colleagues (Ping side first), and All Aflamers
4:15pm	Bride and Groom thank and shake hands with all guests	Chenyu & Ping	

Time	Activity	Name	Notes
<b>Post Holy Matrimony</b>			
4:30pm	Distribute gifts to all guests	Lily Gao (IC) George Yuan Julia Schisas	George: Set up 2 tables, including tablecloths; 1 Gift Per Person Any extra gifts go back to box and store in the room next to lift
	Bride, Groom and Bridal Party Leave Cana	Tze Ong (IC) Senjaya Tresna	From Cana to Phototaking and Reception Tze: Bride & Groom Senjaya: Bridal Party
	Pass Gifts from Guests to Chenyu's Parents	Joanne Yeung	
	Transport Items to Dinner Reception	William Yong (IC) Joanne Yeung Kok Yee Wee	Wee: Flower Pillars x 4, Pass them on to Jenny William & Joanne: Photo Canvas, Easels x 2 and Reception decorations
	Transport Sound System to Reception	Lyndon Win (IC) Hendra Wijaya	
	Cana House Clean-up	Edward Guan (IC) JAG, JETS and YA4	Foyer, Toilet, Sanctuary Only
	Take Outdoor Wedding Photos	Rio Yapari	Bridal Party
5:00pm	Cana House Lock-up	Renaldy Chian	

## Dinner Reception

**Coordinators: Jenny Sophian & Maria Gunawan**

**Beaumonde on the Point Function Manager: Des (Start from 5pm)**

Time	Activity	Name	Notes
<b>Pre Dinner Reception Preparation</b>			
Prior to 5:00pm	Setup Reception Tables	Nadine Wellinger	Place Table Number, Guest Name Cards and Gifts according to Seating Plan Vendor: Beaumonde on the Point Contact: 0892188088
	Reception Decoration	Joyce Jiao	Vendor: TMI Studio Contact: 0433555567 Address: 2/14 Shields Cr, Booragoon  LOVE LED letters x 1 Centerpiece x 17 Bridal Table Setup: 1x1.5m Artificial flower arrangement 2x1m LED Candles

Time	Activity	Name	Notes
	Setup Wedding Cake	Sotoudeh Keivani	Vendor: Sotoudehcake Contact: 0439538378 3 layers Wedding Cake
	Setup Dance Floor	Chris Pelajic	Vendor: Lumin8 Events Contact: 0404881525 White Gloss Dance Floor: 5m x 5m
5:00pm	Setup Welcome Sign, Wedding Photo Easel, Flower Pillars and Blue Flower Stand	Jenny Sophian (IC) Maria Gunawan	Items need to collect from Function manager Des <ul style="list-style-type: none"> <li>- Welcome Sign</li> <li>- Blue Flower Stand</li> <li>- Gifts for Pastors and Parents (Pass them to Angela Fong after Bridal Party Entry)</li> </ul> Items Transport from Cana <ul style="list-style-type: none"> <li>- Photo Canvas</li> <li>- Easel x 2</li> <li>- Flower Pillars x 4</li> </ul>
	Check Reception Setup	Priscilla Suwarno (IC) Natalie Tan Jacquelyn Chong	Table number, Guest Names & Guest Gifts are setup according to the seating plan
	Guest Register Table Setup & Deco	leChi Suen (IC) Joanne Yeung Tiffany Tan	leChi will bring the Guest Signing Tree and Guest Seat Lookup QR code to the venue.
	Setup Sound System	Lyndon Win (IC) Hendra Wijaya	Sound System Table is provided by Vendor
<b>Dinner Reception Guest Arrival</b>			
6:00pm	Carpark Ushers in Position	Kok Yee Wee (IC) William Yong Edward Guan Peter Kartosudiro Alex Wei, Harry Li	William & Wee (At the Front) Edward & Peter (Next to Lift) Alex & Harry (Upstairs outside the lift)
	Dinner Reception Ushers in Position	Priscilla Suwarno (IC) leChi Suen Jacquelyn Chong	Jacquelyn leads Pastors and Parents to the seats
	Receptionists in Position	Joanne Yeung (IC) Tiffany Tan	Pack away table deco after Bride & Groom entry, together with gift from guests to the Bridal Salon. Joanne: Pass Angpao to Chenyu's mum after the Bride & Groom entry.
	Bridal Party Cars Arrive Dinner Reception	Tze Ong (IC) Senjaya Tresna	
	Bride Makeup Touchup	Ping Li	Bridal Salon at Dinner Venue Yuko 0430239540

Time	Activity	Name	Notes
6:15pm	Serve Canapes	Des (Beaumonde on the Point)	
	Play Background Music	Lyndon Win	
6:30pm	Soft drink package commence	Des (Beaumonde on the Point)	
6:45pm	Ball Room Opens and Guest Entry	Jenny Sophian	Coordinate with Function Manager
	Pastors Arrive Dinner Reception	Jefferson Karim	
<b>Dinner Reception Commence</b>			
7:00pm	MC Welcome Announcement - Introduction - Emergency Exits - Nearest Toilets	Daniel Gunawan	Time Keeping: MC
	Bridal Party in Position	Jenny Sophian	
7:10pm	MC to Announce Bridal Party Entrance - Introduce Bridesmaids and Groomsmen - Announce entrance of Bride and Groom	Daniel Gunawan	
	Play Entrance Songs: - Bridesmaids and Groomsmen - Bride and Groom	Lyndon Win	
	MC Announce Grace Prayer	Daniel Gunawan	
	Grace Prayer	Benny Suwarno	
7:20pm	<b>Serve Entree (Wait until prayer finishes)</b>	Des (Beaumonde on the Point)	
7:45pm	MC Announce Bridesmaids Speech(es)	Daniel Gunawan	
	Bridesmaids Speech(es)	Bridesmaids	
8:00pm	MC Announcement - Main course will be served - Bride and Groom will take photos with guests	Daniel Gunawan	
	<b>Serve Main Course</b>	Des (Beaumonde on the Point)	
	Direct Bride and Groom to assigned table for photo taking	Jenny Sophian Maria Gunawan	



Time	Activity	Name	Notes
8:30pm	MC Announce Groomsmen Speech(es)	Daniel Gunawan	
	Groomsmen speech(es) and Toast	Groomsmen	
8:45pm	MC Announce Cake Cutting	Daniel Gunawan	
	<b>Bride and Groom Cut Cake</b>	Chenyu & Ping	
	MC Invite Pastors to Present Marriage Certificate	Daniel Gunawan	
	Presentation of Marriage Certificate	Ps.Jimmy Goh Ps.Evelin Goh	
	MC Announce Presentation of Gifts - Pastors - Parents	Daniel Gunawan	Angela Fong pass the gifts to Bride & Groom
	Presentation of Gifts	Chenyu & Ping	
	Bride and Groom Speech	Chenyu & Ping	
9:15pm	MC Announce - Dessert will be served - Wedding Game for Bride and Groom	Daniel Gunawan	
	Wedding Game	Roger Chuang (IC)	
	<b>Serve Dessert</b>	Des (Beaumonde on the Point)	
	<b>Serve Wedding Cake</b>	Des (Beaumonde on the Point)	Serve Table 9 only, if there is extra will be cut by the vendor and leave on the side table for guests to pick up.
9:30pm	MC Announce First Dance	Daniel Gunawan	
	Sound System Play First Dance Song	Lyndon Win (IC) Hendra Wijaya	
	First Dance	Chenyu & Ping	
	MC Encourage Married Couples to Dance	Daniel Gunawan	
	Sound System Play Couple Dance Song	Lyndon Win	
	Soft Drink Package Concludes		Water will be provided to end of the event
9:40pm	MC Announce Dance Floor Open	Daniel Gunawan	

Time	Activity	Name	Notes
	- Encourage all guests to participate		
	Sound System Play Dance Song List	Lyndon Win	
10:00pm	Thanking Guest	Chenyu & Ping	
<b>Post Dinner Reception</b>			
10:10pm	Drop Pastors Home	Jefferson Karim	
	Post-Dinner Tidy	Bridal Party	Bring any extra Gifts, Table Numbers, Welcome Sign, and Photo canvas to the Bridal Salon.
	Check Belongings	Stephanie Kho	
	Packup and Drop Sound System Back to Cana House	Hendra Groomsmen	

## QR Code to Access

[Document Run Sheet](#)



[Helper Task Lookup](#)

