



**Chenyu & Ping Wedding
Run Sheet**

Wedding Preparation

Time	Activity	IC/Notes
Saturday Preparation		
Friday	Pick up Mannequin	Ernest Wijaya Josephine 0451993108
Saturday	Sanctuary Decoration	Leena Chai
	Pick up Easel	Monica Yaw Anne Ibanez 0416596169
	Pick up Matrimony Pillars	Roger Chuang Joyce Jiao 0433 555 567
	Drop off Holy Matrimony Gifts	Chenyu Wang
	Drop off Reception Gifts	Chenyu Wang
Pre Sunday Service Preparation		
Before Sunday Service	Pick up Food	Andrew Chan Ben Thanh Lunch Bar 0434589117
	Pick up Flower	Natalie Tan Jacqueline: 0400784248
9:00am	Bridesmaids arrive Westin Hotel	Bridesmaids
	Make up Starts	Westin Hotel Yuko 0430239540
10:30am	Mums arrive Westin Hotel	Dads will send mums to Hotel
	Sunday Service Starts	
12:00pm	Vendor Drop off Tiffany Chairs to Cana House	Foyer Ushers Joyce Jiao 0433 555 567

Holy Matrimony

Time	Activity	IC/Notes
Pre Holy Matrimony Preparation		
After Sunday Service	Food Distributing to all Aflamers	Dwi Yoehanes
	Order and Pickup Food for Pastors	Stephanie Kho George Yuan
	Foyer, Toilet, Sanctuary Cleaning	Assigned Rostered LG
2:00pm	Reception Setup & Deco Setup Wedding Photo Easel	Tiffany Tan
	Sanctuary Setup & Deco	leChi Suen
	Setup Sanctuary Tables & Tiffany Chairs	William Yong
	Setup Unity Candle + Communion	Ivana Win
	Setup Sound System	Lyndon Win
	Setup Projection and TVs	Sonia Suputri
	Carpark Ushers in Position	Didier Michel
	Bridal Cars Leaves Cana House	Tze Ong
2:20pm	Sanctuary Ushers in Position	Priscilla Suwarno
	Play Waiting Songs & Slides	Sonia Suputri
2:30pm	Groom and Groomsmen in Position	Chenyu, Roger, Ernest and Lester
	MC in Position	Reynard Chan
	Worship team in Position	Intan Chen
	Photographer and Videographer Briefing	Andrew Chan Rio Yapari (Allseasons) 0434150762
	Bridal Cars Leaves Westine Hotel	Tze Ong
2:45pm	Praise and Worship to be ready	Intan Chen
	Translator in Position	Lina Han
	Guests to be Seated	Priscilla Suwarno
	Bridal Cars Arrive Cana	Coordinator: Like Johanes Driver: Tze Ong

Time	Activity	Person in Charge
Holy Matrimony Commence		
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	MC: Reynard Chan Ring Bearer: Harrison Clark Flower Girl: Grace Win Marriage Certificate Witnesses: Andrew & Vianny Chan Unity-Candle Attendant: Roger Chuang
4:00pm	Photo Taking Family, Pastors, Friends and Colleagues and Aflamers	All Seasons Rio Yapari Reynard Chan Announce Photo Taking Order
4:15pm	Bride and Groom thanks and hand shakes all guests	Chenyu & Ping
Post Holy Matrimony		
4:30pm	Distribute gifts to all guests	Lily Gao
	Bride, Groom and Bridal Party Leave Cana	Tze Ong
	Transport Items to Dinner Reception	William Yong
	Cana House Clean-up	Edward Guan
	Bridal Party Cars Leave Cana	Tze Ong
	Take Outdoor Wedding Photos	Rio Yapari
5:00pm	Cana House Lock-up	Renaldy Chian

Dinner Reception

Time	Activity	Person in Charge
Pre Dinner Reception Preparation		
Start from 12:00pm	Reception Decoration	Joyce Jiao 0433 555 567
	Setup Wedding Cake	Sotoudeh Keivani 0439538378
	Setup Dance Floor	Chris 0404881525
5:00pm	Setup Welcome Sign & Wedding Photo Easel	Jenny Sophian
	Setup Guest Names & Guest Gifts	Priscilla Suwarno
	Reception Setup & Deco	Joanne Yeung
	Setup Sound System	Lyndon Win
Dinner Reception Guest Arrival		
6:00pm	Carpark Ushers in Position	Kok Yee Wee
	Dinner Reception Ushers in Position	Priscilla Suwarno
	Receptionists in Position	Joanne Yeung
	Bridal Party Cars Arrive Dinner Reception	Tze Ong
	Bridal Makeup Touchup	Bridal Salon at Beaumonde Yuko 0430239540
6:15pm	Serve Pre-drinks and Canapes	RT (Beaumonde on the Point)
	Play Background Music	Lyndon Win
6:45pm	Ball Room Opens and Guest Entry	Jenny Sophian
	Pastor Arrive Dinner Reception	Jefferson Karim
Dinner Reception Commence		
7:00pm	MC Welcome Announcement - Introduction - Emergency Exits - Nearest Toilets	Daniel Gunawan
	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 (TBA): - Bridesmaids and Groomsmen - Bride and Groom	Lyndon Win
	MC Announce Grace Prayer	Daniel Gunawan

Time	Activity	Person in Charge
	Grace Prayer	Benny Suwarno
7:20pm	Serve Entree (Wait until prayer finishes)	RT (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
	Serve Main Course	RT (Beaumonde on the Point)
	Direct Bride and Groom to each table for photo taking	Jenny Sophian Maria Gunawan
8:30pm	MC Announce Groomsmen Speech(es)	Daniel Gunawan
	Groomsmen speech(es) and Toast	Groomsmen
8:45pm	MC Announce Cake Cutting	Daniel Gunawan
	Bride and Groom Cut Cake	Chenyu & Ping
	MC Invite Pastors to Present Marriage Certificate	Daniel Gunawan
	Presentation of Marriage Certificate	Pastors
	MC Announce Presentation of Gifts - Pastors - Parents	Daniel Gunawan
	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 (Bride & Groom)	Roger Chuang
	Serve Dessert	RT (Beaumonde on the Point)
9:30pm	Cut and Distribute Cakes to Tables	Bridesmaids and Groomsmen
9:40pm	MC Announce First Dance	Daniel Gunawan
	Sound System Play First Dance Song	Lyndon Win
	First Dance	Chenyu & Ping
	MC Encourage Married Couples to Dance	Daniel Gunawan
	Sound System Play Couple Dance Song	Lyndon Win
9:50pm	MC Announce Dance Floor Open	Daniel Gunawan

Time	Activity	Person in Charge
	- Encourage all guests to participate	
	Sound System Play Dance Song List	Lyndon Win
10:20pm	Thanking Guest	Chenyu & Ping
Post Dinner Reception		
10:30pm	Drop Pastors Home	Jefferson Karim
	Post-Dinner Tidy	Bridal Party
	Check Belongings	Stephanie Kho

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Run Sheet**

