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UPDATED
7/5/24

OUT OF BOX

event productions

Zoe & Dan
Saturday, July 6th 2024

The Details:

Ceremony: 6:00 PM

Reception: To follow

Location:

Reiman Gardens

Wedding Coordinator:

Anthony Marinaro

515-710-6658

www.theknot.com/ehlerstobe

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[#whatsahashtag](#)

Zoe & Dan
Day before - Rehearsal: 5:00 PM
Day of - Highlights – Itinerary:

Groom’s Team:

11:00 AM	Guys get together at Gateway hotel
1:00 PM	Transport to Strom Street address for first look & lunch (2227 Storm St. Ames) – Shuttle Exec Express
	Arrive at Storm street address – Groom to work with Erica for first look

Bride’s Team:

Morning	Transport to Hair and Makeup - 2227 Storm St. Ames
8:00 AM	Hair and Makeup 8am to 1pm
1:00 PM	Lunch / Getting dressed

Key Moments:

1:30 PM	First Look and Couple Photos
2:00 PM	Location shots – Couple and Wedding Party Photos
6:00 PM	Ceremony
After ceremony	Cocktail Hour - Family Photos
7:30 PM	Welcome by Bride and Groom
7:45 PM	Dinner
After dinner	Trivia and fun
9:45 PM	Last call

2227 Storm St. Ames

Venue Access:

Day	Time	Note	Fee to add hours
Friday	None	TBD	N/A
Saturday	Day of	2pm to 11pm – all out by 11pm	TBD
Sunday	None	The venue is closed on Sunday’s	N/A

Venue Important Rules:

No outside drinks

All out by 11pm

Day of Ceremony and Reception Time Line:

Combined Itinerary:

If there is no "Time" to the left of the "Activity" it signifies that it is happening at the same time as the last filled in "Time".

June 24th

<input checked="" type="checkbox"/>	Time	Activity	Participants
	12:30 PM	Final Meeting – on phone	Bride, Groom, Out of Box, Saley, Scott

Friday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
		Note: *Bride to bring marriage license to rehearsal	Bride
	3:00 PM	<u>Hotel check in (if not already checked in)</u>	Guests
		<u>Personal Items Drop off:</u> If this is allowed: <ul style="list-style-type: none"> • Card Box or Card Holder • Signs • Koozies • Bathroom Baskets • Guest signing wood block • Dog LED sign – let's discuss the plan for this 	Bride and Groom
	4:45 PM	Call time: All People in wedding in party for wedding rehearsal.	Wedding Party
	5:00 PM	Ceremony Rehearsal: **Sign marriage license <u>Note:</u> See Ceremony Sheet for the details Programs: No ceremony programs	Wedding Party and Officiant
	Directly after rehearsal	<u>Personal Items Drop off into Speer room:</u> <ul style="list-style-type: none"> • Card Box or Card Holder 	Bride and Groom

	<p>Into Speer Room</p>	<ul style="list-style-type: none"> • Signs • Koozies • Bathroom Baskets • Guest signing wood block • Dog LED sign <p>All centerpieces</p> <p>Tables Table runners – 14 96” Center pieces – 14 ***gate over the bridge entrance</p> <p>Signs Welcome Sign – on gate / acrylic Please be seated sign Direction to reception sign Welcome to Reception</p> <p>Hallway set up Bench Arbor with flowers Sign with dog</p> <p>Reception Seating Ladders with string and flower seeds/table assignments (Zoe will provide)</p> <p>Bathroom Basket Moisturizer Safety pins Band Aids Floss Picks</p> <p>Card Basket</p> <p>Outdoor games on the patio (or in the hallway if it’s raining) Corn hole (bags)</p>	
	<p>6:00 PM</p>	<p>Dinner – Aunt Maud's, Main St, Ames <i>Number of Guests: 32</i></p>	<p>Wedding Party / All Guests</p>
	<p>9:00 PM</p>	<p>Rehearsal dinner end time</p>	<p>All</p>

Saturday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
	Morning	Ladies transport to Storm St. address for hair and makeup 2227 Storm St. Ames	Ladies
	8:00 AM	<u>Hair and makeup:</u> Hair: 8am to 1pm Provided by Gold Hair Studio - Michelle Golden Makeup: 8am to 1pm Provided by Pretty Skin Artistry - Shaylee Location: 2227 Storm St. Ames	Hair: Provided by Gold Hair Studio - Michelle Golden Makeup: Provided by Pretty Skin Artistry - Shaylee
	8:00 AM	<u>Breakfast for ladies:</u> Coordinated by Bride and Bridesmaids – will have it ready on Friday for Saturday morning	Ladies
	11:00 AM	Guys get together: Location: Gateway Hotel	Guys
	11:30 AM	Someone to pick up Erica form Reiman	Erica
	Noon	Photographer onsite: Number contract hours: 14 hrs – we wont need all 14 hours Noon to 10pm No video <u>Detail ‘shots’ Photos:</u> <u>For example:</u> Invites, dress, shoes, rings, etc.	Photographer Erica Weiland - Erica Jane Photography
	1:00 PM	<u>Shuttle contract starts:</u> Executive Express 1 to 11pm Pickup Guys Gateway Hotel and take to Storm St. Address	Executive Express Guys
	1:00 PM	Guy’s head to storm street address for first look / lunch *Shuttle Exec Express	Guys
	1:00 PM	<u>Lunch:</u> Storm St. house Coordinated by Sally Phillips <i>Advice from Out of Box</i>	Ladies and Guys

		<i>Simple food, no garlic, or onions. Earlier delivery lunch so it's there and ready for ladies to have at their leisure.</i>	
	1:00 PM	Personal Flowers Delivered: Delivery Location: Storm St. address	Saley
	1:00 PM	All hair, makeup, and lunch done at this time.	Ladies
	1:00 PM	Ladies Finish Getting Dressed: Location Storm St. house	Ladies
	1:00 PM	Out of Box on-site at Storm St. address for First Look	Out of Box
	1:15 PM	All dressed ready to go	Ladies
	1:15 PM	Groom in place for First Look *Out of Box to pin flowers or Erica	Groom / Out of Box / Erica
	1:25 PM	Bride in place for First Look	Bride
	1:30 PM	First Look: Not overly staged Location at Storm St. house *Not many photos at the house – better photos on campus	B & G with Photographer - Erica
	1:45 PM	Groom will place the cooler into the shuttle bus (waters, etc)	Ladies
	2:00 PM	Venue Doors Open	Venue Zoe
		Tables/Linens set by venue	Venue
		Décor setup	Saley
	2:00 PM	Location - Couple Photos & Wedding Party Photos: Location: Campus – list from Zoe: Will be in order to achieve a loop: Campanile (vow exchange) Agriculture Building Psychology gates Water Tower Cy Statue outside Reiman Gardens	Whole wedding party with Photographers Shuttle/Bus
	2:30 PM	Head to locations shots *Shuttle/Bus	Whole wedding party with Photographers / Shuttle / Erica
	4:30 PM	Place ceremony seating cards	Out of Box
	4:30 PM	Wedding party transport to Reiman Shuttle/bus to help	Whole wedding party with Photographers

	4:45 PM	<u>Short break / restroom / water</u> <u>Any pre-ceremony photos</u>	Whole wedding party with Photographers
	4:45 PM	Pre-ceremony lavender lemonade ready	Venue
	5:00 PM	<u>Pre-ceremony photos are finished</u>	All
	5:00 PM	Pre-ceremony drink	Venue
	5:45 PM	<u>Guests begin to sit for ceremony:</u> <ul style="list-style-type: none"> • Ushers to assist • No formal seating • No 'sides' • Erica to take candid's 	All
	5:55 PM	Close guest book – all guests in lobby should sit to clear the way for the wedding party	Wedding Party
	5:55 PM	Lineup for ceremony	Wedding Party
	6:00 PM	<u>Ceremony</u> <u>Outside</u>	All
	6:30 PM	<u>Directly after ceremony:</u> Usher releases rows – guests join cocktail hour	Wedding Party
	6:30 PM	Post ceremony photos **List from bride/groom	Wedding Party
	6:30 PM	<u>Cocktail Hour</u> <u>Inside</u> Guests can grab food and drink at their leisure. <ul style="list-style-type: none"> • Pre-pour drinks and apps 	All Dan's family
	6:45 PM As soon as family photos are done	<u>After ceremony activities:</u> <ul style="list-style-type: none"> • Sign marriage license (unless done before) • B&G Private moment • Dan and Bride to change out of wedding dress 	All
	7:00 PM	Shuttle arrives to take people back as needed	Shuttle Exec Express
	7:15 PM	DJ invites guests to sit for dinner *No grand entrance	DJ
	7:30 PM	Welcome by Zoe or Dan: DJ ready with Microphone Blessing: Nate	DJ / Nate Zoe
	7:40 PM	Final moments before dinner	All

	7:45 PM	<u>Dinner</u> <u>Inside</u> Catering flow – order: Catering to headtable, family tables, and vendors (so they can get back to work) If Buffet: Who releases table?	All and Caterer
	<u>During dinner</u>	Bride and Groom make their way around to tables as they can	Bride and Groom
		<u>Toasts:</u> None <u>Dances:</u> None <u>Trivia:</u> with DJ – between songs	All and DJ
	<u>Around 830</u>	Sunset photos Erica will direct	Bride and Groom Eric
	9:00 PM	Out of Box to load designated vehicle: Vehicle: TBD <ul style="list-style-type: none"> • Gifts and Cards – people still sometimes bring a gift event when told not to • Anything else? 	Out of Box
	9:00 PM	Out of Box service to end	Out of Box
	9:45 PM	Last Call	Venue
	9:55 PM	Last Song	All
	10:00 PM	Bar Closes	All
	10:00 PM	DJ concludes, take down, guests depart	All
	10:00 PM	<u>Flowers:</u> Keeping all flowers – Going into SUV	
		Left-over food: Not keeping food	
		Removal of personal items: <ul style="list-style-type: none"> • Bridal Suite personal items • Wedding party personal items • Leftover cake • Flowers: Keeping all flowers – will go into SUV 	All
	11:00 PM	All depart	All
	11:00 PM	Door's lock – per venue	All

End of night items:

Item:	
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	Family / friends – to pick up personal items and place into Zoe and Dan’s cars

Sunday:

<input checked="" type="checkbox"/>	Time	Activity	Participants
	10:30 AM	Brunch at Cornbread	Guests

Timeline Checklist:

Item	Completed	Note
What date leaving for honeymoon?		

Vendor Details:

<input checked="" type="checkbox"/>	Type	Company	Start time	Phone
	Coordinator	Out of Box	1:00 PM	515 710 6658
	Caterer	Cornbread catering		
	Venue(s)	Reiman Gardens	2pm to 11pm	Saylor Upah
	Officiant	Nathan Lichter		
	Flowers	Saley		
	Photos	Erica Weiland - Erica Jane Photography		605 270 3529
	Video	None		
	Cake/Sweets	Alissa Puffett – sweets no cake to cut / cupcakes only		
	DJ	DJ Scott		
	Hotels	Gateway hotel		
	Transportation	Executive Express	1pm to 11pm	
	Hair and Makeup	Hair: Provided by Gold Hair Studio - Michelle Golden		

		Makeup: Provided by Pretty Skin Artistry - Shaylee		
	Officiant	Nathan Lichter		
	Rental spot	2227 Storm St. Ames		

2227 Storm St. Ames

Other Details:

Detail:	Comment:
Linen provider:	White linens from venue
Table runners & decor:	Table runners from the bride Flower boxes
Table Numbers:	From bride
Table number holders:	Note: when rented these do not come with the numbers From Bride
Escort Cards or sign:	Wooden ladders with strings – peg the tables on to them
Cake Stand:	None needed
Display for sweets:	From Saley
Plates/napkins/forks for sweets:	Bride will buy from Amazon
Dinner Plates:	10inch square plates
Dinner napkins:	Please advise / bibs / tooth pics
Cocktail napkins:	From ISU – who handles bar
Cake knife & server:	None needed
Toasting Glasses:	None needed
Card Box:	From Bride
Easels:	4 from Anthony

Catering & Bar:

Time:	Item:
5:30 PM	Pre ceremony drink – lav/lemon
	Wedding party drinks
	Pre-pour or passed
	Dinner
	Dinner drinks

Design Details: Zoe

Detail:	Comment:
Setup Time	Venue opens at 2pm

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Personal flowers drop off	1pm at Storm St. address - 2227 Storm St. Ames
Photos	130 first look then photos with everyone right after
Ceremony	6pm
Transfer	Yes, 630pm
Take Down	10pm – take down from 10pm to 11pm
Ribbon Color	White for bride – for others? Ask Zoe
Pinterest	pin.it/7Bx9jJg
Table runners & decor:	Table runners from the bride Flower boxes Signs

Party Name 1

Dan Ehlers

Party 1's cell phone number

712-299-2422

For Party 1, what drink would you like most the night of the reception?

Cider

Engaged Party Name 2

Zoe McManama

Party 2's Mother's name

Sally Phillips (MOB)

Party 2's cell phone number

715-681-1232

For Party 2, what drink would you like most the night of the reception?

IPA beer

For Party 2, any dietary restrictions or allergies?

Allergic to peanuts and tree nuts except almonds and pistachios

Wedding hashtag (#)

#whatsahashtag

Shuttle Notes:

1pm pickup guys at Gateway take to 2227 Storm St. Ames – remain there until location shots

2pm – location shots:

Location: Campus – list from Zoe:

Will be in order to achieve a loop:

Campanile (vow exchange)

Agriculture Building

Psychology gates

Water Tower

Cy Statue outside Reiman Gardens

430pm – Reiman to get ready for ceremony

7pm – pickup up guests as needed

Wedding Party

Groom - Dan Ehlers
 Bride – Zoe McManama
 Best Man – Andy Tank
 Groomsmen – Kevin Meyer, Jeff Ehlers, Tim Ehlers
 MOH – Michelle Crossley
 Bridesmaids – Ann Kipper, Bec Podgorski, Sonya Piercey
 Flower Girls – Josephine Crossley, River Ahlers, Ella Crossley, Amelia Ahlers
 Pages – John Crossley, Nash Larson
 Officiant – Nathan Lichter (pronounced Leester)

Family

Bride

Mother of the Bride – Sally Phillips (escort John Campbell)

Groom

Brother – Tim Ehlers (wife Taffy, children Ryan, Avery, Gage)
 Brother – Jeff Ehlers (wife Jen, children Maddy, Chase)
 Step-Daughter – Jenny Ahlers (partner Ryan Paterson, children Irelyn, Brooklyn Larson)
 Step-Son – Ryan Ahlers (wife Liz, children Amelia, River)

Clothes/Hair

Groom/Groomsmen – ties, underarm pads, Groom Reception shirt
 Bride/Bridesmaids – hair flowers, parasols, Bride Reception dress

Photos

Reiman Gardens

	Dan	Zoe
Tim Ehlers, Taffy, 3 kids	x	x
Jeff Ehlers, Jen, 2 kids	X	X
Jenny Ahlers, Ryan Paterson, Irelyn, Brooklyn	X	X
Irelyn and Brooklyn	X	
Ryan Ahlers, Liz, 2 kids	X	X
River and Amelia Ahlers	X	
Sally Phillips, John Campbell	X	X
Nathan Lichter	X	X
Brooklyn, Trevor, and Nash Larson	X	
Nash Larson	X	
All nephews/nieces/ kids	X	

ISU

Campanile
Agriculture Building
Psychology gates
Water Tower
Cy Statue outside Reiman Gardens

Music

Pre-ceremony background music – Disney instrumental
Processional – Il Postino (start walking at cello intro)
MOB, Flowergirls, Bridesmaids (Michelle, Sonya, Ann, Bec), Groomsmen (Andy, Tim, Kevin, Jeff)
Bride and Groom - fade into Hold my Hand – Wedding Piano Version
Recessional – Take My Breath Away – Main Instrumental Version

Tables

Table runners – 14 96”
Center pieces – 14
***gate over the bridge entrance

Signs

Welcome Sign – on gate / acrylic
Please be seated sign
Direction to reception sign
Welcome to Reception

Hallway set up

Bench
Arbor with flowers
Sign with dog

Reception Seating

Ladders with string and flower seeds/table assignments (Zoe will provide)

Bathroom Basket

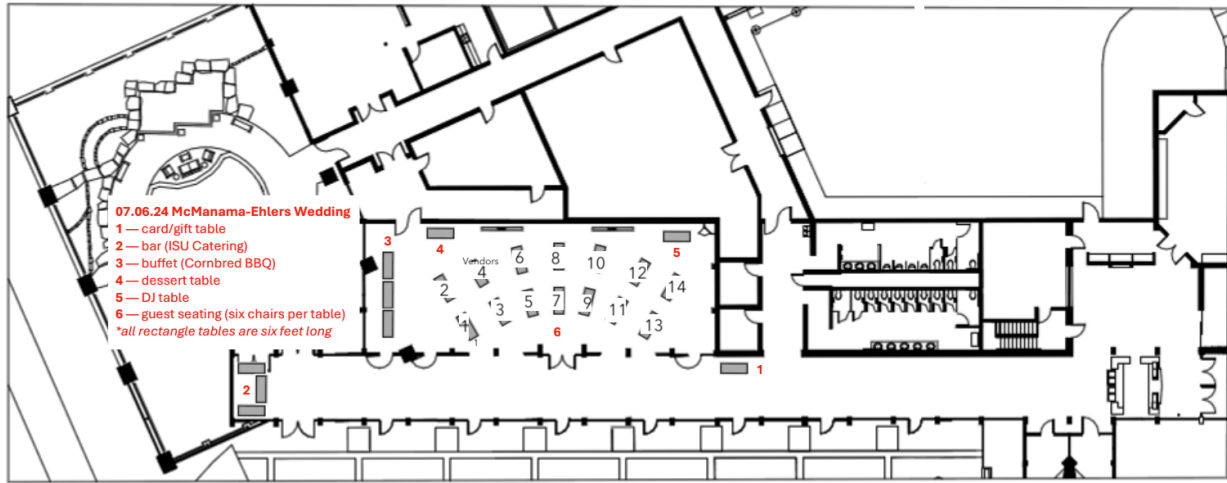
Moisturizer
Safety pins
Band Aids
Floss Picks

Card Basket

Outdoor games on the patio (or in the hallway if it's raining)

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Corn hole (bags)



Conservatory Complex

