

Time (PM)	Person 1	Person 2	Person 3	Prep Plan	Shoot Plan	Comments
12:00	Alexis			Arrive onsite with load 1		
1:00	Alexis			Arrive onsite with load 2		
	Cristin			Arrive onsite		
2:00	Alexis	Cristin		Unpack and prep tablescapes and bar		
	Katie			Arrive onsite with florals and cocktails		
	Katie	Alexis	Cristin	Unload and prep florals		
3:00	Katie	Alexis	Cristin	Unload and prep cocktails/bar		
	Shayna			Arrive at Tara's studio (Reading, MA)		603 Main Street, Reading, MA
	Tara	Shayna		Hair/makeup/change into dress		Leave studio by 5pm
	Shara			Arrive onsite with cakes		
3:30	Shara	Katie	Alexis	Prep cakes w/ florals and prep cake display		
	Ruthie			Arrive onsite		
	Ruthie			Assist with prep as needed		
4pm- shooting begins						
4:00	Ruthie				Cocktails, cakes	
	Bethany/Sean			Arrive onsite with catering		
	Bethany/Sean	Cristin		Unload and prep food as needed		
	Alexis	Katie	Cristin	Prep detail shots		Bouquet/bout, belt, calligraphy
4:30	Ruthie				Details	Bouquet/bout, belt, calligraphy
	Bethany/Sean	Katie	Alexis/Cristin	Breakdown cocktails/cakes, prep catering display		Some shots of plated food- can use tablescapes dinnerware
4:45	Ruthie				Tablescapes	
	Kimberly			Arrive onsite with jewelry		
	Kimberly	Alexis		Choose bride's jewelry		
5:15	Ruthie	Alexis			Details	Stationery, jewelry
5:30	Ruthie				Catering	
	Shayna/Justin			Arrive onsite		
	Katie	Kimberly	Alexis	Outfit couple with florals and jewelry		Florals: bouquet/bout/belt, jewelry TBD
	Cristin			Corral items for detail shots w/ couple		Cocktails, signage, beach cruiser, cake(?)
6:00	Ruthie	Shayna/Justin	Alexis		Couple w/ details	End with beach cruiser
	Alexis	Katie		Final touches on beach cruiser (if needed)		
	Bethany/Sean	Cristin		Breakdown catering display		
6:30	Ruthie	Shayna/Justin			Couple portraits	
	Alexis	Katie	Cristin	Breakdown tablescapes		
7:00				TBD as needed	TBD as needed	A tiny bit of extra time for any loose ends/extra shots

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