

**June 2, 2019**  
**Alan & Jessica**

**Hotel**

Sheraton Fairplex Hotel & Conference Center  
601 W McKinley Avenue Pomona, CA 91768  
9909-622-2220

**Venue**

Mountain Meadows Golf Course  
1875 Fairplex Drive Pomona, CA 91768  
909-623-3704 (Press 3 for Events Office)

**Vendors**

<b>Vendor</b>	<b>Contact</b>	<b>Phone</b>
Photographer	Antonio Burruel	909-543-7532
Videographer	Michael Papillia	909-896-3821
Guitarist	Roderick Chambers	954-895-5138
DJ	Henry Sotelo	626-823-8114
Photobooth	David Chavarria	323-610-1309
MC	Eric Viera	323-804-9655
Officiant/Coordinator	Stella Espinoza Browne	818-378-3247
Assistant Coordinator	Daisy Padilla	909-224-5423

**Parents**

Jackie Meinhardt (Mother of the Groom)	George Meinhardt (Stepfather of the Groom)
Jennifer Ortega (Mother of the Bride)	Joaquin Ortega (Father of the Bride)

**Bridal Party**

Abraham Velasquez	Shante Trejo
Eddie Sanchez	Christina Ortega
David Valencia	Cat Varela
Manual Ramirez	Veronica Valdez
Matthew Beltran	Samantha Smyth
Alec Chavez ( <b>Best Man</b> )	Eva Ortega ( <b>Maid Of Honor</b> )

## **Timeline**

- 9:00 Flowers & Decorations dropped off at venue for set up
- 12:30 Hair & make up arrives at hotel
- 2:00 Groom & Groomsmen Ready  
Videographer & Photographer Arrive at Hotel
- Groom & Groomsman Pictures & Video
- 2:30 Bride & Bridesmaids Ready
- Bride & Bridesmaids Pictures & Video
- DJ, MC & Photo Booth Arrive at Venue
- 3:30 Groom & Groomsmen leave to venue
- 4:00 Bride & Bridesmaids leave for venue
- 4:30 Set up of Ceremony & Reception area complete  
Guests Arrive
- DJ to play soft music for seating of guests
- 5:00 Ceremony Start

### **Processional**

#### **“Sky full of Stars” by Piano Guys**

- Jackie Meinhardt & George Meinhardt (Parents of the Groom)
- Eric Ortega & Jennifer Ortega (Brother & Mother of the Bride)
- Abraham Velasquez & Shante Trejo
- Eddie Sanchez & Christina Ortega
- David Valencia & Cat Varela
- Manual Ramirez & Veronica Valdez
- Matthew Beltran & Samantha Smyth
- Alec Chavez & Eva Ortega (Best man & Maid of honor)

### **Bridal March**

#### **“A Thousand Years” by Vio Dance**

- Joaquin Ortega & Jessica Ortega (Father of the Bride & Bride)

Officiant to lead ceremony

**Recessional**

**“Love & Happiness” by Al Green (Start at :30 cue)**

5:30

Ceremony End

- Officiant to direct guests to cocktail hour area
- Bridal party and family directed to photo area

Cocktail Hour begins

- DJ to play cocktail hour music in patio area

Bridal Party & Family Photos

Guitarist Arrives

6:30

Guitarist set up complete

Photo Booth set up complete

Reception Doors Open

- MC to announce for guests to find their seats

6:40

**Grand Introduction**

**“Passionfruit” by Drake**

MC to introduce bridal party:

- Abraham Velasquez & Shante Trejo
- Eddie Sanchez & Christina Ortega
- David Valencia & Cat Varela
- Manual Ramirez & Veronica Valdez
- Matthew Beltran & Samantha Smyth
- Alec Chavez & Eva Ortega (Best man & Maid of honor)

MC asks guests to rise

**“Beautiful” by Snoop Dogg**

MC Introduces “Mr & Mrs Chavez”

6:55

First Dance

- Guitarist to play **“Get You” by Daniel Ceaser**
- MC & DJ release dry ice machines (Release 2<sup>nd</sup> machine a few seconds after the 1<sup>st</sup> to avoid too big of an initial blast)

7:00

Dinner

- Blessing Given by Ed Alikhani (Ale-Kahnee) (Godfather of the Groom)

- Guitarist to play dinner music following blessing  
(Music should play until salads are all served and then begin toasts to avoid having toasts go on with servers walking around.)

7:10

#### Toasts

- Matthew Beltran & Alec Chavez (Best Men)
- Eva Ortega (Maid of Honor)
- Jackie & George Meinhardt (Parents of the Groom)
- Joaquin & Jennifer Ortega (Parents of the Bride)
- Bride & Groom (Thank you speech)

Guitarist to continue playing dinner music after toasts

7:30

#### Bride & Groom Greet Tables

7:45

#### Mother/Son Dance

- **“A Song for Mama” by Boyz II Men (DJ)**

#### Father/Daughter Dance

- **“My Little Girl” by Tim McGraw (DJ)**

Dollar Dance (Invite guests to dance with the Bride & Groom. MC to hand out Safety pins for groom and get the money bag for bride)

- **Ballads/Slow songs (Guitarist)**

Anniversary Dance (Married Couples invited to dance with their spouse. MC will ask guests married X amount of years or less to have a seat in intervals of 30 seconds. 1..5..10..15..20..25 and so on until the couple married the longest is left dancing. This should be under two songs or 5-7 minutes)

- **Ballads/Slow songs (Guitarist)**

Garter Toss (Single and Unmarried Men)

- **“Pony” by Genuine (DJ)**

Bouquet Toss (Single and Unmarried women)

- **“Single Ladies” by Beyonce (DJ)**

8:25

#### Cake Cutting

- DJ to open dance floor while Bride & Groom cut cake.

11:00

#### Reception End