



## Document Details

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# Timeline & Itinerary for Chelsea & Brandon Wedding

**Date & Time:** May 23, 2020 @ 2:30 p.m.

**Location:** Villa Christina Garden & Magnolia Ballroom

**7:45 a.m. – 9:00a.m.** –Breakfast for Bride

**9:00 a.m. –12 noon** – Makeup for Bridesmaids (45 minutes each)

**12:00 a.m. –1:00 p.m.** –Vendors arrive for ceremony setup (Flowers, Cake, DJ, Officiant)

**12:30 p.m. –1:30 p.m.** –Makeup for Bride & Lunch

**1:00 p.m.** –Bridal party gets dressed (MOB, GOB, MOH, bridesmaids, flower girls & Caleb)

**1:30 p.m.** – Groom and men get dressed (FOB, FOG, Best man, Groomsmen & Ring bearer)

**1:30 p.m.** –Photographer & Videographer arrive

**1:45p.m.** –Bride gets dressed

**2:00 p.m.** –Doors open / Guests begin to arrive / Pre-ceremony music

**2:10 p.m.** – Bridal party head downstairs for ceremony

**2:15p.m.** –Bride and MOH head downstairs for ceremony

**2:30 p.m.** – Ceremony starts

**3:00 p.m.** –Ceremony over

**3:00 p.m.** –Cocktail hours begins on the back patio in front of garden

**3:00p.m.** –Pictures begin for Bridal party & families

**4:00 p.m.** –Cocktail hour ends

**4:15 p.m.** –Escort and direct guests to Magnolia ballroom upstairs for reception

**4:30p.m.** –Bridal party enter (Kids first, then bridal party)

**4:35p.m.** –Bride and Groom enter ballroom

**4:40p.m.** –First dance

**4:45 p.m.** – Father/ Daughter dance

**4:50 p.m.** –Father/Daughter dances with Shavon & Rose

**5:00 p.m.** –Dinner served

**5:30 p.m.** –Cutting of the cake/ Dessert

**5:45 p.m.** – Toasts

**6:00 p.m.** –Bouquet toss, garter toss & Dancing

**7:00p.m.** – “Last Call”

**8:00 p.m.** – Couple departs

**8:30 p.m.** –Guests depart, wedding over

**8:45 p.m.** –Breakdown of all vendor equipment, Clean up and All staff departs

# Ceremony flow chart

## **Processional:** (Moments in love)

Officiant

Mother and Grandmother of Bride

Father of Groom

Groomsmen 1 & 2 (Jared & Arthur)

Best Man (Nick)

Groom

Bridesmaids 1 & 2 – So High (DD & Vicky)

Ring bearer – Stand in front of the groomsmen (William)

Maid of Honor – Purse in seat with vows & ring for groom

Flower Girls – Stand in front of the bridesmaids (Bunny & Addy)

Father of the Bride & Bride – A couple of forever's (Please stand)

## **Recessional:**

Bride & Groom – (after jumping the broom) Sunshine of my life- Stevie

Flower Girls & Ring Bearer

Maid of Honor & Best Man

Groomsman 1 & Bridesmaid 1 (Arthur & DD)

Groomsman 2 & Bridesmaid 2 (Jared & Vicky)

Father of the Groom

Father, Mother & Grandmother of Bride

Officiant

Guests

# Gift in Kind contract

A JIC (just in case) contract for family & friends who have offered their services for free

GRANTEE ORGANIZATION:

Organization: NEA Award #:

Project:

Authorizing Official: Email:

Contact Person: Email:

To the best of our knowledge the below goods and/or services were donated to our organization in support of the project and are allowable costs per the approved project budget and 2 CFR 200 - Subpart E Cost Principles.

DONOR DATA: Donor's Name (Print): Donor's Email: Phone #:

Description of Donated Goods or Facilities

Date Provided or Used

Fair Market Value

TOTAL:

2 CFR §200.306 (j) For third-party in-kind contributions, the fair market value of goods and services must be documented and to the extent feasible supported by the same methods used internally by the non-Federal entity.

NEA 3/7/16

SAMPLE IN-KIND CONTRIBUTION FORMS

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GRANTEE ORGANIZATION:

Organization: NEA Award #

Project:

Authorizing Official: Email:

Contact Person: Email:

To the best of our knowledge, the below volunteer performed the listed service(s) on the specified date(s) and times.

VOLUNTEER DATA: Volunteer's Name (Print):

Volunteer's Email: Phone #

Date(s) of Service:

Total Hours Worked:

Location(s) of Service: Service Performed:

Fair Market Value of Service:

TOTAL

Rate based on:

2 CFR §200.306 (e)... Rates for third-party volunteer services must be consistent with those paid for similar work by the non-Federal entity. In those instances in which the required skills are not found in the non-Federal entity, rates must be consistent with those paid for similar work in the labor market in which the non-Federal entity competes for the kind of services involved. (j) For third-party in-kind contributions, the fair market value of goods and services must be documented and to the extent feasible supported by the same methods used internally by the non-Federal entity.

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SAMPLE IN-KIND CONTRIBUTION FORMS

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EXAMPLE A GRANTEE ORGANIZATION:

Organization: Museum of Art NEA Award #: 12-3456-7891

Project: Exhibition and workshops

Authorizing Official: Tom Thumb Email: thumb@otto.net

Contact Person: Marcy Toe Email: toe@otto.net

To the best of our knowledge the below goods and/or services were donated to our organization in support of the project and are allowable costs per the approved project budget and 2 CFR 200 - Subpart E Cost Principles.

DONOR DATA: Donor's Name (Print): Joe's Supply Company. Owner Joe Smith Donor's Email: joe@joessupplycompany.bus Phone #: 555-555-5555

Description of Donated Goods or Facilities

Date Provided or Used

Fair Market Value Paper 4/12 - 16/16 \$50.00 Table Rentals 4/12- 16/16 \$250.00  
TOTAL: \$300.00

2 CFR §200.306 (j) For third-party in-kind contributions, the fair market value of goods and services must be documented and to the extent feasible supported by the same methods used internally by the non-Federal entity.

NEA 3/7/16

SAMPLE IN-KIND CONTRIBUTION FORMS

EXAMPLE B GRANTEE ORGANIZATION:

Organization: Art Center NEA Award # 19-8765-4321

Project: Summer Festival

Authorizing Official: Tom Thumb Email: thumb@artcenter.net

Contact Person: Marcy Toe Email: toe@artcenter.net

To the best of our knowledge, the below volunteer performed the listed service(s) on the specified date(s) and times.

VOLUNTEER DATA: Volunteer's Name (Print): Sally Doe

Volunteer's Email: doe@otto.net Phone # 555-555-5555

Date(s) of Service:

Total Hours Worked:

Location(s) of Service: Service Performed:

Fair Market Value of Service:

8/1/16-8/5/16 20 Art Center Gallery Docent \$200.00  
\$200.00

TOTAL

Rate based on: Center's written policy of \$10.00 an hour for tour leaders and docents.

2 CFR §200.306 (e)... Rates for third-party volunteer services must be consistent with those paid for similar work by the nonFederal entity. In those instances in which the required skills are not found in the non-Federal entity, rates must be consistent with those paid for similar work in the labor market in which the non-Federal entity competes for the kind of services involved. (j) For third-party in-kind contributions, the fair market value of goods and services must be documented and to



