

Hello all!!!

I want to start by thanking each one of you for offering your help to me throughout this wedding process. As you will quickly gather from the lengthy list below, this day could not go smoothly unless I had awesome people who will help me with the tasks I cannot do myself!! THANK YOU from the bottom of my heart!

Below I have an list of everything that needs to be done on July 9th behind the scenes. I have gone through an arbitrarily assigned roles to people where I saw fit, but this is **not binding** in any way. So- if you'd like to decline a job or switch or trade- that is fine by me, just let me know so that way I can make sure all jobs have one person in charge of them.

I've purposefully tried to write a detailed description of each step of the day, mainly because it helps me think things through, but also because I want to be as clear as possible what will need to be done. I have bolded the names of each person in the paragraph so you can just skim and find your name as opposed to reading all of the little nuanced details. Once you confirm your job(s) with me (that you are okay with the one I assigned or once we switch jobs and confirm that), I will email you more details if necessary. I can't wait to be with all of you in just TEN SHORT DAYS!

Here are the various tasks to be done:

1) Flowers will be delivered to the Sofitel between 10:30-11:15am. Everything will be brought up to the Bridal Suite and will be handed out from there. When they are delivered, **Aunt Dee** will bring 11 boutonnieres to the room where the groom/groomsmen are getting ready. Aunt Dee will also be responsible for bringing the remaining items over to the church and passing them out to the proper people. There will be **8 remaining boutonnieres** for: David Leshock, Rocky Tirabassi, Grandpa Joe Leshock, Grandpa Domenick Tirabassi, Uncle Chris Leshock, Uncle Joe Tirabassi, Cousin Paul Przybylski, and Cousin JP Leshock. There will be **4 corsages** for: Jenny Leshock, Becky Fuhr (Domenick's mom), Grandma Gina Tirabassi, and "Oma" Helga Bertog (Dom's maternal grandmother). The cake flowers will need to be brought over to Kasbeer Hall at some point. I think it makes the most sense to leave them in the hotel room's fridge and to swing by and grab them before going over to decorate later at 4pm. I am also leaving the **transfer of the cake topper** in your custody as well. I would bring the topper over when you come back to grab the flowers.

2) Once the bride/ bridesmaids have left the hotel to take pictures before the ceremony (around 12:10pm), **Aunt Mo** (with help from anyone she chooses to employ) will take the leftover 11 vases that will already be filled with water from the bridal suite to Kasbeer Hall, floor 15. I would just set the vases somewhere out of the way right as you exit from the elevator. There should be a table nearby that will later be turned into the place card table- just stick the mason jar vases underneath the table so they are already there, yet out of the way. Also, at the end of the reception, I will be changing out of my dress there so I can have help undoing all of the buttons and so my mom can transport my dress with her back to the

hotel. Therefore, **along with the vases, my dress bag also needs to be taken over**, with my getaway dress inside it. This can also be stuck under the table with the vases for the time being.

3) **Aunt Patty** will bring 2 baskets with the programs in them over to the church when she leaves from the Sofitel. She will give these to Mary Therese Petersen and Meghan Leshock at the church.

4) **Aunt Dee** will remain in the back of the church to fluff my dress before walking down the aisle ;)

5) Directly following the Mass, we will be doing our family portraits in the chapel. We only have the chapel reserved until 2:30, so we will need to move quickly as both Domenick and I have large extended families. To speed up the process, **Aunt Mary** will be working alongside the photographer Jodi (and her assistant Staci), helping to corral everyone from our side, and Domenick's **Aunt Tina** will be doing the same for their side. I will give Aunt Mary the list of shots from the photographer where I have gone through and written everyone's name in, so if you could just double check that everyone is in the picture that needs to be, and that people are close by who are on deck, that would be wonderful!

6) Following the family pictures, there will be a few wedding party pictures taken within walking distance from the church. Upon completion of those pictures, everyone will walk back to the outside of St. James. There, **Aunt Mo + team** will collect the bouquets from all 10 bridesmaids and bring them back to Kasbeer Hall, probably somewhere around 3:15pm. We cannot OFFICIALLY get into the hall to work/ decorate until 4, but we will be able to again slip in, plop the flowers in the vases that are already there, and leave. At this time, please collect the 2 baskets from handing out the programs and leave those underneath the table as well.

7) Before heading over to Kasbeer at 4, **Aunt Patty & Aunt Suzy** (and potentially their strapping husbands and nephews) will pick up the silk flowers from the bridal suite and bring them over for the various centerpiece/ decorating needs.

8) At 4pm, the **wonderful team of Aunts Dee, Patty, Suzy, and Mo** (and any other helpers-uncles, cousins, etc.) will have free reign for an hour before the cocktail hour starts. During this hour, I will need:

- table numbers (framed signs) placed on the correct table
- bridesmaid bouquets placed on tables as centerpieces (leave an empty vase on table 1 which is my table, and I will place my bouquet in it when I arrive after pictures)
- other tables without bridesmaid bouquets given silk flower centerpieces
- make sure candles (provided by Loyola) are out on tables
- place cards folded and set out on place card table near entrance (I already have them in alphabetical order)
- guest book (which is a world map) laid out, along with permanent marker and guest book framed sign (in the same bag as the framed table numbers)
- lobby welcome sign and stand set up

- Chair signs hung on the back of Christi and Domenick's chairs
- Large bird cage set on gift table for the cards
- Garnish circular cake when it arrives with cake flowers and cake topper (the kitchen staff is in charge of garnishing the sheet cake)

9) Immediately following the first dance/ father-daughter/ mother-son dances, **Matt Fuhr** (Domenick's stepdad) will get his car and park it outside the reception venue. **Dan Leshock** (cousin), his fiancée **Stephanie**, and groomsman **Mark West** will be responsible for taking the gifts from the gift table down to the parked car. Please take the cards as well. Matt will have a secure place to keep the cards.

10) Upon the culmination of the reception, there will be a list of things we need to make sure are taken by either **Jenny/Dave Leshock's** car or **Becky/Matt Fuhr's** car. Keep in mind that the Leshock Car is headed back to MI for sorting/ storage, and the Fuhr Car will be headed to WI for transfer to my apartment at some point. The things that need to be collected are:

- Guestbook **WI**
- Guestbook framed sign **MI**
- framed table numbers **MI**
- lobby sign **WI**
- lobby stand **MI**
- wedding dress in dress bag **MI**
- Cake topper (wrapped back in bubble wrap) **WI**
- bridesmaid bouquets (can be given away)
- mason jar vases **MI**
- All silk flower arrangements **WI**
- Chair signs **MI**
- Card bird cage **WI**
- program baskets **WI**
- any leftover programs **MI**

I'm sure there's something I've forgotten, but for now that's it! So much love to each of you!