



A Daytime Timeline for...

My Melbourne Event

Including 15 years of Events Experience all in one Easy Guide.

By Ferdi Events

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Hey hey I'm Ferdi! 📷💥

I've been capturing Melbourne Events for over 15 years, over 2700+ events.

I also Teach Event Photography 101 [@ferdi.photography](https://ferdi.photography).

Let me give you a rough outline for a typical daytime event below 🥳👉



Daytime Event Overview



Event Type

Celebratory Luncheon /
Garden Party / Shower



Guest Arrival

12:00 PM (Noon)



Official End Time

4:00 PM



Location

Home Backyard & Indoor
Space / Rented Garden
Venue / Restaurant Private
Room

Food & Beverage Timeline



Welcome Drinks

Available immediately upon guest arrival



Appetizers

Begin circulating 15-30 minutes after first guests arrive



Main Course

Served approximately 1 hour after guest arrival time



Dessert

Presented 2-2.5 hours after guest arrival time



Coffee Service

Offered with or shortly after dessert

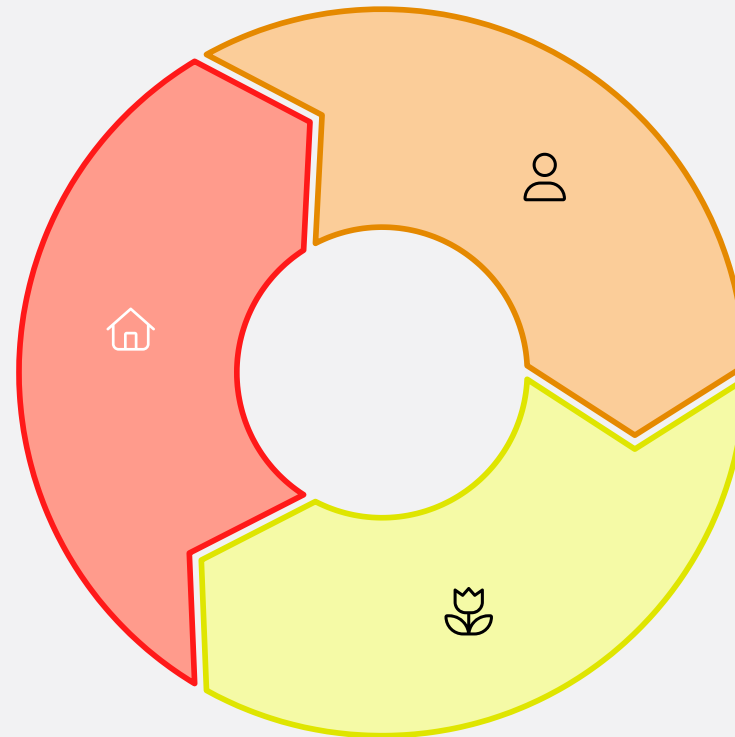




Morning Setup (9:00 AM – 10:00 AM)

Venue/Space

- Final arrangement of outdoor furniture and shade umbrellas.
- Indoor space check to ensure tidiness and accessibility.
- Overnight rental deliveries finalized and placement of large decor elements like welcome signs and balloon arches.



Host/Helpers

- Setting up drinks station with water dispensers, iced tea, and chilled sparkling wine.
- Arranging tablecloths, runners, and centrepiece elements.
- Preparing gift area and designating space for guests' personal items.

Vendors

- Caterer arrives to set up their designated prep area.
- Florist delivers and arranges floral displays.
- Hire company delivers any last-minute items such as extra glassware and serving platters.

Continued Setup (10:00 AM – 11:00 AM)



Catering (if applicable)

- Food prep well underway.
- Grazing table/buffet station structure set up.
- BBQ prepped (if using).
- Salad components ready. Hot holding equipment warming up if needed for specific dishes.



Host/Helpers

- Finalizing table settings (cutlery, napkins, glassware, place cards).
- Setting out non-perishable elements on grazing table/buffet.
- Chilling beverages thoroughly.
- Setting up any activity stations (e.g., lawn games, craft station for shower).
- Final decor touches (scatter cushions outdoors, pathway markers).



Tech/Entertainment

- Acoustic musician or speaker system setup.
- Playlist tested (lighter, upbeat daytime vibe).
- Photographer arrives, scouts lighting (key for daytime!), discusses key shots/flow with host.





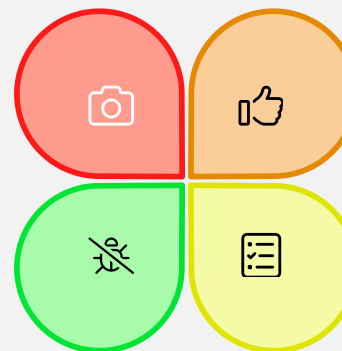
Last-Minute Check (11:30 AM – 12:00 PM)

Photographer Capturing Portraits

Capture Solo, Couple, Family Portraits (most important portraits) before guests arrive.

Outdoor Essentials

Sunscreen, bug spray, and shade options all readily available for guest comfort.



Vendors Ready

Drink station attended/self-serve ready. Musician playing welcoming tunes. Caterers ready with initial food offerings.

Final Check

Quick scan of main guest areas. Everything tidy, accessible, welcoming? Bug repellent available if outdoors? Sunscreen visible? ✨



Guest Arrival (12:00 PM – 12:30 PM)



Warm Welcome

- Guests arrive – daytime arrivals often cluster closer to the start time.
- They'll likely gravitate towards the drinks station and find comfortable spots indoors or outdoors.



Immediate Refreshment

- Host warmly greets everyone.
- Offers a drink or directs them to the station *immediately*.
- Makes introductions ("Emily, have you met my cousin, Ben?").
- Points out key areas (restrooms, food station).



Initial Mingling

- Drinks served/accessed. Initial appetizers/grazing board enjoyed.
- Photographer captures arrivals, candid interactions, the overall ambiance in natural light.
- Musician provides pleasant background sound.



Welcome Mingling (12:30 PM – 1:00 PM)



Guests have mostly arrived and are mingling actively. They're enjoying drinks and initial bites while exploring the space.

The host circulates through the crowd, making introductions and ensuring people feel included.

Appetizers continue to be served as the bar remains busy.

The photographer captures interactions and group shots while the DJ keeps the music atmospheric.

The energy is rising as the room feels pleasantly full and conversations are flowing.



■ Host Circulating

■ Guest Conversations

■ Enjoying Appetizers

■ Exploring Space



Guest Experience Touchpoints

1st

Impression

Arrival experience sets the tone for the entire event

5-10

Minutes

Critical window to make guests feel welcome with a drink and greeting

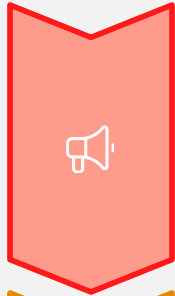
100%

Attention

Every guest should feel personally acknowledged by the host

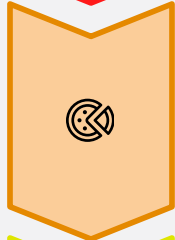


Transition to Main Food (1:00 PM – 1:45 PM)



Guide to Food

Host gently guides guests towards the main food. ("Lunch is ready whenever you are!", "The BBQ is fired up!", "Please help yourselves to the buffet!").



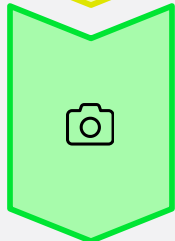
Food Service Begins

Main meal commences with buffet/grazing fully open, sit-down lunch served, or BBQ food coming off the grill.



Host Oversees

Oversees the start of food service, ensures flow. Mingles near the food area initially, then circulates among seated/eating guests.



Capture Moments

Caterers manage service, keep stations tidy. Photographer captures food displays, guests enjoying the meal, interactions.





Main Dining Experience (1:45 PM – 2:30 PM)



- Guests are finishing their main course, perhaps enjoying seconds.
- Conversations continue as people might move around more after eating.
- The host continues circulating, engaging in conversations and ensuring water jugs and drinks are refilled.
- Caterers begin clearing main course plates and prepare for dessert service, while the photographer continues capturing candid, random roaming group shots, and some posed group shots if requested.
- There's a satisfied post-meal buzz with energy that might dip slightly before shifting to the next phase.

Formalities, Dessert & Activities (2:30 PM – 3:00 PM)

Transition to Next Phase

Shift focus towards dessert, speeches or planned activity.

Activity Options

Dessert: Cake cutting (if applicable), dessert station opened (fruit platter, pastries, cake). Coffee/tea offered.

Shower Activities: Gift opening begins, or a planned game/craft starts.

Garden Party: Lawn games (croquet, bocce, giant Jenga) become more active.

Speeches: Celebrating the achievement, VIPs share their kind words, presentation might be shown.

Host Facilitates

Facilitates the activity (leads cake cutting, manages gift opening, encourages game participation). Ensures dessert/coffee is accessible.





Activities & Socializing (3:00 PM – 3:30 PM)



Lawn Games

Guests enjoy outdoor activities like croquet, bocce, or giant Jenga.



Gift Opening

For showers or certain celebrations, the guest of honor opens gifts while others watch.



Relaxed Conversations

Some guests prefer to continue chatting over coffee and dessert in a more relaxed setting.



Approaching End Time (3:30 PM – 4:00 PM)



Subtle Cues

Host might begin more noticeable (but still gracious) tidying. Music volume lowered significantly or turned off.



Gracious Goodbyes

Host is visible and accessible for goodbyes. Thanks guests individually for coming.



Parling Gestures

Offers small take-home favors or leftover cake slices if planned.

Official End Time (4:00 PM onwards)



Last Guests Depart

Last few guests depart.



Host Manages Lingerers

Manages any lingerers politely ("It was wonderful having you, but I need to start the big cleanup now!"). Thanks helpers again.



Vendors Depart

Final pack-down and departure. Venue check if hired.





Post-Event Wrap Up

Secure Perishables

Refrigerate perishable leftovers quickly!



Gather Trash

Collect and dispose of garbage promptly.



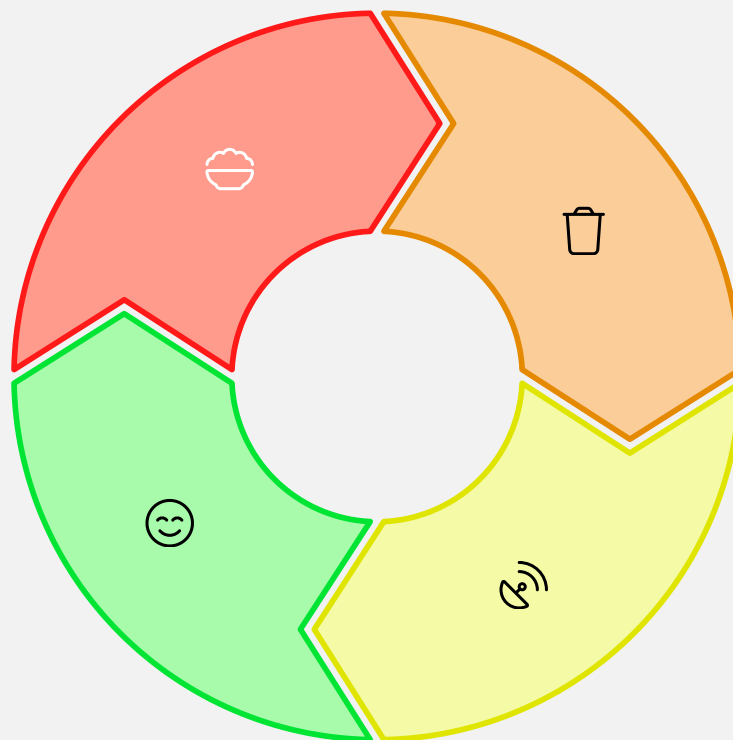
Relax & Reflect

Acknowledge the effort. Perhaps enjoy a cool drink and leftover cake!



Collect Dishes

Gather remaining dishes and glassware.





Key Differences: Nighttime vs. Daytime Events

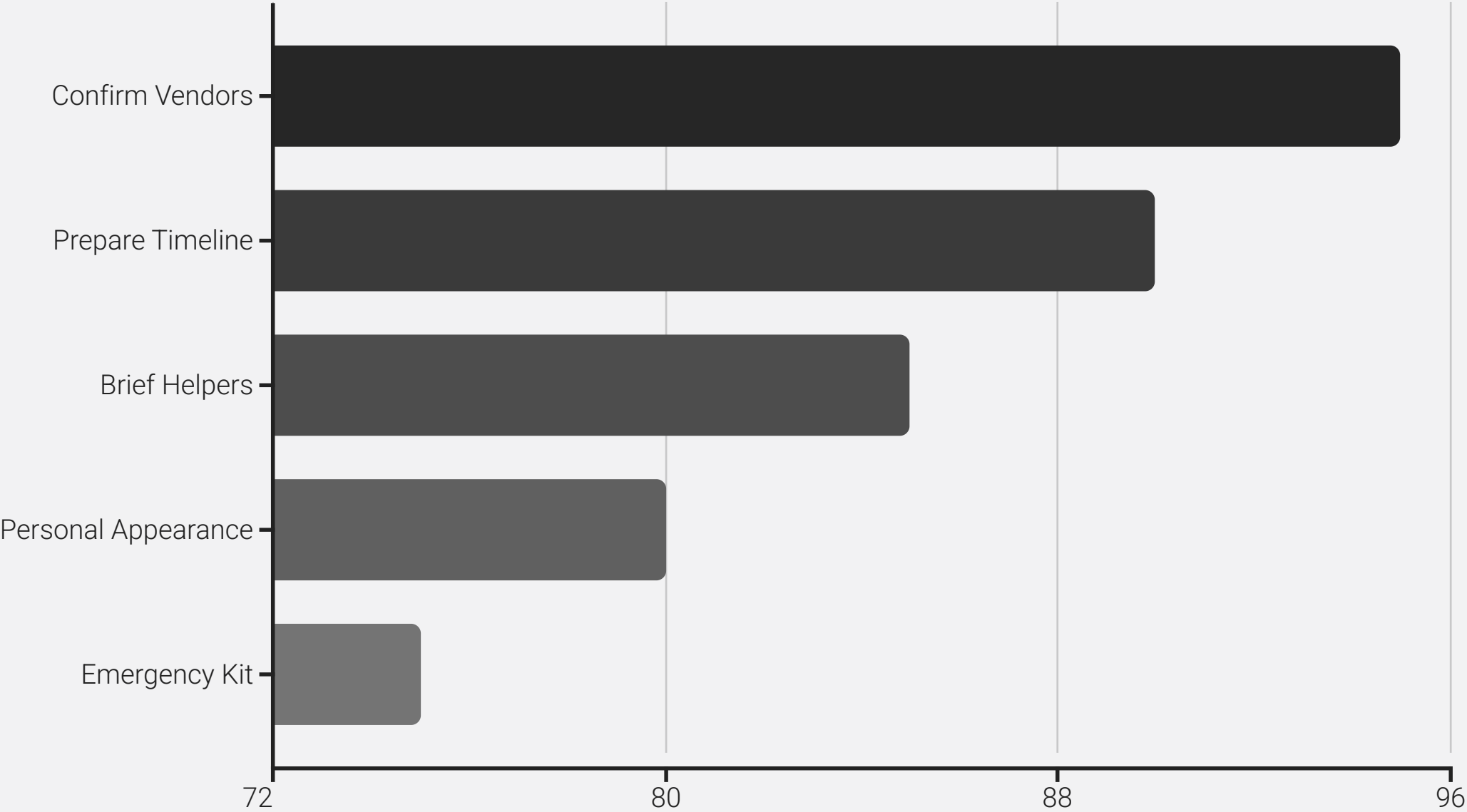
Nighttime Events

- Lighting is crucial for ambiance
- Often more formal in nature
- Music can gradually increase in volume
- Alcohol consumption may be higher
- Coat check is essential in cooler months

Daytime Events

- Weather and sun exposure considerations
- Often more casual and relaxed
- Activities like lawn games are popular
- Natural lighting for photography
- Sunscreen and shade are essential

Host Preparation Checklist



Vendor Coordination Tips

Catering

Confirm final headcount 72 hours before. Discuss timing of food service, special dietary needs, and cleanup expectations. Arrange for staff arrival time and parking.

Photography

Share must-have shot list. Discuss key moments and timing. Introduce to key family members.

Music/Entertainment

Provide playlist or must-play songs. Discuss volume levels for different parts of the event. Confirm equipment needs and setup time. Share timeline for key moments (speeches, first dance, etc.).

Rentals/Decor

Confirm delivery and pickup times. Provide detailed floor plan. Discuss who will set up and break down. Check for any last-minute availability of items you might need.





Emergency Preparedness



First Aid Kit

Include bandages, pain relievers, antacids, and allergy medication



Quick Fixes

Safety pins, stain remover, fashion tape, and sewing kit



Weather Backup

Umbrellas, fans, or heaters depending on season



Contact List

Vendor phone numbers and emergency contacts

Post-Event Follow-Up

Thank Your Team

Express gratitude to helpers, staff, and vendors within 24-48 hours. Consider small gifts for those who went above and beyond.

Thank Your Guests

Send thank you notes or messages to guests who attended, especially those who brought gifts or traveled far.

Review Vendor Performance

Provide feedback and reviews for vendors. This helps them improve and assists future clients in making decisions.

Preserve Memories

Organize photos, create albums, and share highlights with guests who attended.

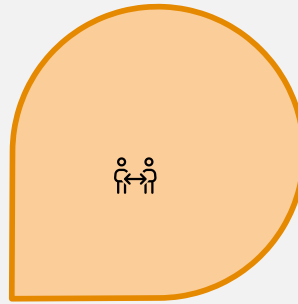
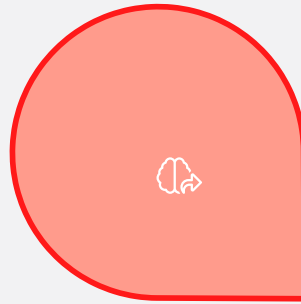




Final Thoughts on Event Planning

Thorough Planning

A detailed timeline is your roadmap to success, but be prepared to adapt as needed.

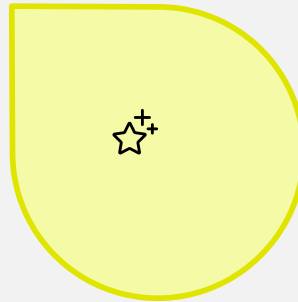
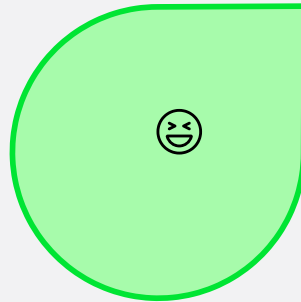


Delegate Wisely

You can't do everything yourself. Trust your team and vendors to handle their responsibilities.

Enjoy Yourself

Remember to schedule moments for *yourself* to enjoy the celebration you've created!



Guest Experience

Always prioritize how your guests will experience the event, from arrival to departure.



We hope this Daytime Event Guide helps.

Have fun!

Love from the Ferdi Events Team ❤️

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