

CANDLE POURING SCHEDULE

DATE

VENUE ADDRESS

EXAMPLE 7:00-9:00PM

TIME	ACTIVITY	NOTES
7:00 PM	Guest Arrival & Welcome	• Guests check in, settle at their stations, sip cocktails, and enjoy light bites. • Facilitators greet the group and highlight the evening's flow.
7:15 PM	Candle Instruction & Tray Inventory	• Review all materials on each tray (vessel, wick, wax, fragrance oils, tools). • Walk through the process step by step. • Special shoutouts for birthdays, brides, or honorees.
7:30 PM	Scent Exploration	• Guests explore fragrance oils, blending custom aromas. • Guidance on combining top, middle, and base notes.
7:45 PM	Candle Pouring	• Guests pour hot wax into glass or ceramic vessels • Team ensures wicks are centered and vessels set correctly.
8:00 PM	Candle Setting + Social Time	• Candles begin to set (cure). • Guests enjoy appetizers, cocktails, cake cutting, or networking.
8:30 PM	Label Designing & Finishing Touches	• Guests design custom labels with markers, colored pencils, or paint. • Facilitators heat-gun the tops, add dust covers, and prep jars for labeling. • Guests apply their personalized labels.
8:45-9:00 PM	Wrap-Up & Farewell	• Candles boxed/bagged for safe travel home. • Guests mingle, finish drinks, and take photos. • Final thank-yous + goodbyes.