



Day-of-Coordinator

3 Weeks Before Your Wedding

- Create an all-inclusive timeline with the couple.
- Review all arrangements the couple has previously made with vendors.

1 Week Before Your Wedding

- Confirm timeline plan with vendors.
- Ensure all vendors know when and where to be and where to set up.
- Ensure photographer has the photo shoot list.

Wedding Rehearsal ***

- Work with wedding officiant to lead the wedding rehearsal.
 - Rehearse the processional, ceremony, and recessional.
- Ensure the wedding party knows when and where to be on the wedding day.

Before the Ceremony ***

- Greet vendors (band, florist, caterer, etc.); ensure they know where to set up.
- Arrange seating chart/name cards. Set up guest book and pen and cake cutting utensils.
 - Assembly and setup of table decor and favors.
- Ensure dining tables, reception flowers and decorations are set up properly.
 - Distribute personal flowers.
- Line up the wedding party for their entrance down the aisle.
- Cue ceremony musicians when wedding party is ready to begin processional.

Reception Celebration

- Confirm meal serving timeline with catering staff and servers.
 - Following cocktail hour, lead guests to the dining area.
 - Help guests locate their dining tables.
- Be aware of timing of catering service and make sure people are served promptly.
- Cue vendors when moments are about to take place (introductions, dances, toasts, etc.).
- Pack up gifts, cards, and miscellaneous ceremony and reception items and have them ready to be taken to a family member's vehicle at the end of the night.
 - Distribute final payments/gratuities to vendors at the end of the evening.
- Coordinate the couple's departure from the reception and departure transportation.

Need to Assign to Someone

- Coordinate hair and make-up schedule with wedding party and stylists.
- Ensure the officiant has the marriage license before the ceremony begins.
- Gather witnesses to meet with the officiant to sign the marriage license.
 - Gather family and friends for after-ceremony photographs.
 - Entrust someone to watch over the rings.



\$800

*** On property only! If the ceremony is off property, you will need to assign ceremony tasks to a guest.