



Day-Of-Wedding Coordinator

A Day-Of-Wedding Coordinator is the perfect solution for couples who have decided to handle most of the planning themselves. Planning your own wedding is a great way to stay on-budget and to keep costs down. But when your wedding day arrives, you will need a professional at your side to execute the minute-by-minute specifics of your plan.

Many couples ask their maid-of-honor, a family member, or a friend to handle this task. But managing all of these details can be very stressful. In most cases, family and friends have no experience managing an event and too-often end up feeling overwhelmed as they try to focus on everything that must be done to ensure your day runs smoothly.

As your Day-of-Wedding Coordinator, I will be on-site from beginning to end. I will be the focal point, the main contact person on your wedding day. Before your wedding day, though I am certainly available to brainstorm and answer your planning questions, all agreements should be finalized with your vendors prior to the wedding.

A Broadway production needs a stage manager ... your wedding needs a Day-Of-Wedding Coordinator! The following is an outline of some of the tasks that Wedding Well will handle for your wedding:

3 Months Before Your Wedding

- Meet with Wedding Well to talk through general plan for wedding and walk away with to-do list to ensure your planning and booking of vendors is on track

3 Weeks Before Your Wedding

- Create a timeline document with the couple via phone or in person.
- 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 that all vendors know to contact Wedding Well (phone, text, email) with any and all questions during the event.

Wedding Rehearsal

- Work with officiant to lead the wedding rehearsal.
- During the rehearsal, the wedding party meets at the ceremony venue to rehearse the processional, ceremony, and recessional.
- Ensure the wedding party knows when and where to be on the wedding day, provide them with a timeline of events

Before the Ceremony

At couple's "getting dressed" location:

- Coordinate hair and make-up schedule with wedding party and stylists.
- Coordinate food deliveries.
- Coordinate the set-up and clearing of all meals.
- Receive delivery of personal flowers (bridal bouquet, bridesmaids flowers and corsages/boutonnieres).
- Distribute personal flowers.
- Ensure the officiant has the marriage license before the ceremony begins.
- Ensure the photographer has the photo shoot list.
- Gather wedding parties and immediate family for photos.
- Coordinate arrival / parking of transportation services.
- Instruct the wedding party when to depart for the ceremony.
- Assist the wedding party with the wedding gown, dresses, suits, tuxedos (need a sewing kit or stain remover ... we'll have them!).
- Provide regular reminders to ensure the entire wedding party is getting dressed and on-time.
- Maintain a Wedding Day Emergency Kit. The kit includes items like stain sticks, hairspray, safety pins, a sewing kit, scissors, Static Guard, deodorant, mouthwash, toothpaste, straws, Band-Aids, and snacks.
- Remind the wedding party of any last minute details.
- Communicate with the ceremony venue to ensure a smooth arrival at the ceremony location.

Ceremony

- Ensure ushers have programs.
- Set up ceremony items (aisle runner, candles, sand ceremony, rose ceremony, love letter box, hand-fastening cord, etc.).
- Ensure that ushers/groomsmen arrive on time and are ready to pass out programs as guests arrive.
- Receive delivery of personal flowers for wedding party.
- Alert ushers/groomsmen as to when to begin escorting guests to their seats.
- Groomsmen will be coached on how to properly serve as ushers.
- Coordinate the activities of ceremony musicians / DJ.
- Working with the DJ, ensure microphones have been tested and are ready.
- Confirm ceremony music with musicians/DJ and determine what hand signals will be used and when to cue music.
- Act as a liaison with the ceremony officiant and decide what cue will be used to signal the start of the ceremony.
- Remain in regular contact with the couple and wedding party before the ceremony begins.
- Line up the wedding party for their entrance down the aisle.
- Cue ceremony musicians when the wedding party is ready to begin processional.
- Gather family and friends for after-ceremony photographs.
- Gather witnesses to meet with the officiant to sign the marriage license.

Reception Celebration

- Greet vendors (band, florist, caterer, etc.) and ensure they know where to set up.
- Arrange table seating/name cards.
- Ensure reception flowers and decorations are set up properly.
- Ensure that gazebo, tents and lighting are set up properly and troubleshoot as needed.
- Confirm meal serving timeline with catering staff and servers.
- Set up guest book and pen, champagne flutes, cake cutting utensils.
- Set up amenities such as special baskets, hand towels, and soaps in washrooms.
- Ensure proper passing of cocktail hour food.
- Look over dining tables and make sure they are set up properly.
- Following cocktail hour, lead guests to the dining area.
- Help guests locate their dining tables.
- Cue the minister when it is time to offer the meal blessing.
- Locate the couple and position them so they are ready for their introduction and first dance.
- Cue band once the guests have found their tables and the couple is ready to be introduced.
- Cue band, photographer, and videographer when important events are about to take place (introductions, dances, toasts, etc.).
- Cue best man and father of the bride when they are about to be announced for toasts.
- Alert catering staff to pour champagne just before the toasts.
- Be aware of timing of catering service and make sure people are served promptly.
- Maintain a lost-and-found in a secure location.
- Distribute final payments/gratuities to vendors at the end of the evening.
- Remain accessible during the entire event.
- Ensure the schedule is followed, to prevent any overtime charges by the venue.
- Set up favor table towards the end of the evening.
- 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.
- Coordinate the couple's departure from the reception.
- Coordinate departure transportation.