

*Full Wedding
Coordinator*

*Day Of
Coordinator*

Phase 1 Month Before

- *Find Wedding Vendors
- *Meetings 1 Month Before Event
- *Communicate With Vendors
- *Time Lines
- *Floor Plans Design
- *To Do List For all Bridal Personel
- *Address Details Of Rehearsal
- *Gives photographer Shot List
- *DJ or Band Song List
- *Confirms Deliveries



Phase 2 Day Before

- *Prepares All Necessary Documents
- *Makes any Last min Seating Changes
- *Assist Officiant in Rehearsal



Phase 3 Day Wedding

*Place Ceremony Items



*Instruct Ushers



*Make Sure Ceremony and Reception are Set Up



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*Directs Guest



*Help with Boutonniere and Corsages



*Serve as the Point Person for Vendors



*Light Candles



*Confirm Set Up Guest Book, Cake Table and rentals



*Assign Persons for getting gifts to final destination



*Helps Wedding Party Stay on Schedule



*Keep Track of Important Items Wedding Rings, Marriage License, Vows



*Oversees Set-up and Tear-down

