

Wedding Coordinator Checklist 2022



1 to 2 Months Before

- Suggest trusted wedding venues and vendors.
- Assist with vendor negotiation.
- Come up with a wedding timeline together with the couple.

The Week Before the Wedding

- Create a backup plan so you can respond to any last-minute changes and emergencies.
- Decide who will transport the gifts from the reception to the final destination.
- Obtain copies of vendor contracts and give them timelines.
- Confirm that transportation services are set for the wedding day.
- Organize the makeup and hair schedule with the stylists and wedding party.
- Arrange food and drinks deliveries.
- Coordinate the reception setup and arrangement of meals.
- Make sure that the wedding officiant has the marriage license.
- Ensure the videographer and photographer are ready.
- Arrange for the arrival and parking of vehicles.
- Help the wedding procession with their dresses, suits, and anything they may need.

Wedding Day (The Main Ceremony)

- Check-in with the couple: provide any essential updates and confirm when the ceremony begins.
- Go through the detailed timeline for the wedding day and ensure everything stays on schedule.
- Track and confirm where the marriage license, wedding rings, and vows are.
- Verify the setup of the rentals, cake table, gift table, and guestbook.
- Receive the flower delivery for the wedding party.
- Confirm with the vendors that they have everything in place and ensure all services are fulfilled.
- Advise ushers on how to greet the guests and show them their seating arrangement.
- Ensure ushers have wedding programs and are ready to hand them out as guests arrive.
- Confirm that the DJ has the right music set up.
- Make sure that the wedding entourage is at the right place at the right time.
- Act as a point of contact with the ceremony officiant.
- Ensure the wedding party lines up for their entrance down the aisle.
- Coordinate family and friends for after-ceremony photographs.
- Organize guest transportation if the reception is far from the ceremony area.
- Supervise any tear-down, ensuring vendors have taken their property and that the venue is clean as it was before the wedding.

2 Weeks Before

- Ensure that the rings, marriage license, ritual items, and anything else the bride or groom may need are ready.
- Preview the wedding and reception site.
- Make sure that the vendors understand where to set up and when to arrive.
- Communicate with you (the bride), and answer any questions you may have leading up to the wedding day.

The Day Before

- Attend and direct the wedding rehearsal.
- Update the seating arrangement based on the final number of guests.
- Coordinate any last-minute payments.
- Remind the wedding party to get dressed and be on time.
- Inform the wedding party of any last-minute changes.
- Communicate with the wedding venue and reception to ensure everything is in place.
- Ensure that the ceremony items are gathered and distributed at the ceremony site.

Wedding Day (The Reception)

- Meet the vendors and make sure they have everything set up.
- Check that the decorations and flowers are set up correctly.
- Confirm that the lighting, gazebo, and tents are properly set up.
- Confirm the dining schedule with the catering staff and servers.
- Check if amenities like soaps and hand towels are readily available.
- Assist the visitors in locating their assigned tables.
- Signal to the presiding minister that it's time to bless the meal.
- Make sure that the couple is well-positioned for their first dance and introduction.
- Arrange for the couple's departure from the reception.
- Ensure everything runs according to schedule.

After the Ceremony

- Ensure that final payments and gratuities to vendors are made.
- Ensure that the cards, gifts, and other items are ready for transportation.
- Coordinate departure transportation for the wedding procession.