

Day-Of Coordinator

WHAT TO EXPECT FROM DAY-OF-WEDDING COORDINATOR? Unlike a full-service wedding coordinator, a “Day-of” coordinator is for brides and grooms who want to do most of the planning themselves, but need a professional to execute all of their hard work. The following is an outline of some of the tasks that your coordinator will handle on the day of your wedding:

Two Weeks Prior to Wedding Day Meet with bride and groom to discuss timeline. Go over any arrangements the couple have previously made with vendors, create final timeline. Get all names & contact numbers.

One Week Prior to Wedding Day Confirm final details with vendors prior to wedding day. Make sure that all vendors have current contact information. Send vendors a copy of the final timeline.

Please Note: *Your coordinator is not responsible for re-negotiating any terms in contracts with vendors at any time prior to, during, or after your wedding day. All agreements should be finalized prior to the wedding.*

Rehearsal: (AS NEEDED)

- Work with wedding officiator to choreograph wedding ceremony, processional and recessional
- Alert wedding party as to where they need to be the following day, and at what time

Pre-Ceremony At the brides “getting dressed” location: (AS NEEDED)

- Facilitate on-time arrival of hair and make-up stylists and instruct them as to where to set up hair dryers, brushes and any other equipment they have with them

- Coordinate hair and make-up schedule with bridal party and stylists and ensure that hair and make-up is completed in a timely fashion
- Coordinate any food deliveries and set up and clear all meals
- Make sure personal flowers i.e. bridal bouquet, bridesmaids and boutonnière arrive on time and distribute to wedding party
- Make sure photographer arrives on time and has a “must shoot” list
- Gather bride, bridal party and immediate family for photos
- Coordinate with photographer to capture “must shoot” photos
- Ensure that transportation arrives on time and instruct wedding party as to when to depart for ceremony
- Assist bride with putting on her wedding gown (if needed)
- Communicate with best man to make sure groom is getting dressed and on-time
- Make wedding party aware of any last minute details or changes
- Communicate with transportation driver and maid-of-honor/best man

Ceremony (AS NEEDED)

- Set up programs and other ceremony items i.e. guest book, unity candles, etc
- Ensure that ushers/groomsmen arrive on time and are ready to pass out programs
- Ensure that personal flowers i.e. flower girl bouquet and groomsmen boutonnières have arrived at ceremony location
- Alert ushers/groomsmen as to when to begin escorting guests to their seats
- Ensure that ceremony musicians have arrived and direct them as to where to set up
- Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music
- Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony



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- Communicate with bride and groom and line up the bridal party for their entrances down the aisle
- Gather family and friends for after ceremony photos

Prior to Reception

- Greet vendors and instruct them as to where to set up i.e. wedding band, florist, and caterer
- Arrange escort cards
- Meet with catering staff to confirm food timeline
- Set up guest book and pen, champagne flutes, cake cutting utensils
- Set up table numbers/names and menu cards
- Set up amenities baskets, hand towels, candles etc. in bathrooms

Reception

- Ensure proper flow of cocktail hour food
- Look over dining tables and make sure they are set up properly
- Along with catering staff and DJ, encourage guests to join bride and groom for dinner at the end of cocktail hour
- Help guests locate their escort cards and dining tables
- Locate bride and groom for their introduction and first dance
- Cue music when the majority of guests have found their tables and bride and groom are ready to be introduced
- Cue music, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting, toasts and parent dances
- 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
- Distribute final payments/gratuities to vendors at the end of the evening, if necessary.
- Remain easily accessible through the entire event in case there are any details you would like attended to
- Set up favor table towards the end of the evening (if not available at the start)
- Pack up gifts/cards, miscellaneous ceremony and reception items and have them ready to be taken to a family members car at the end of the night
- Coordinate reception departure transportation

