



## *Wedding Coordinator Details*

### *Pre-Wedding*

- \* Initial meeting with couple to gather information
- \* Confirm vendors one week before wedding day
- \* Development and management of wedding day timeline for bridal party and vendors
- \* Scheduling and coordination with vendors on arrival times, set up details, event logistics
- \* All timeline specifics
- \* Act as liaison between wedding party and vendors
- \* 1-hour wedding rehearsal coordination

### *Wedding Day*

- \* 10 hours onsite coordination
- \* 1 Wedding Coordinator on site CEREMONY
- \* Bride and Groom Emergency Kit
- \* Oversee setup of ceremony and reception locations
- \* Scheduling and coordination with vendors on arrival times, set up details, event logistics
- \* All timeline specifics
- \* Confirm decoration and details are in place at ceremony and reception sites
- \* Act as liaison between wedding party and vendors
- \* Check that marriage license and rings are present for ceremony
- \* Help Bride into Gown Assist Bride, Groom and Wedding Party
- \* Ensure day flows smoothly Handle any last minute emergencies
- \* Distribute final payments(If they haven't already been handled)

Thank you so much for entrusting me with your day,

*Junica Bailey*