

# TASKS

## BEFORE CEREMONY

FEATURES	DAY COORDINATOR	MC	VENUE	OTHER
OPEN VENUE			✓	
SET UP DECOR FOR CEREMONY AND RECEPTION			✓	
(IF GETTING READY ONSITE), CHECK IN WITH MAKEUP AND HAIRDRESSER ON SCHEDULE TIMING	✓			
HYDRATION/FOOD DROP FOR WEDDING PARTY.				✓ FRIENDS
(IF GETTING READY ONSITE) CHECK IN ON BRIDE AND BRIDAL PARTY: CONFIRM TIMELINES	✓			
STEAMER & WRINKLE CHECK FOR ATTIRE; DISTRIBUTE BOUQUETS AS THEY ARRIVE.				✓ FRIENDS
TOUCH BASE WITH PHOTOGRAPHER/VIDEOGRAPHER; REVIEW SHOT LIST & FIRST-LOOK PLAN (IF APPLICABLE).	✓			
DJ/BAND SOUND CHECK WINDOW CONFIRMED WITH VENUE NOISE RULES.			✓	
CAKE ARRIVAL & STORAGE			✓	
FLORALS: PLACE CEREMONY ARRANGEMENTS; (IF APPLICABLE)				✓ FLORIST
FINALIZE CEREMONY SETUP (PROGRAMS, UNITY ITEMS, MICROPHONES).	✓			
(IF BRIDAL PARTY NOT GETTING READY ON SITE) CONFIRM BRIDAL PARTY HAS DEPARTED (GROUP TEXT COMMUNICATION) AND ETA	✓			

# TASKS

## BEFORE CEREMONY

FEATURES	DAY COORDINATOR	MC	VENUE	OTHER
FIRST LOOK (IF APPLICABLE) + COUPLE PORTRAITS START.				✓ PHOTOGRAPHER
USHER AND MC BRIEFING			✓	
PREPARE RAIN CONTINGENCIES (IF APPLICABLE).	✓	✓	✓	
CONFIRM LINEUP & CUEING AS PER REHEARSAL WITH OFFICIANT (IE ORDER OF FIRST KISS, WITNESS SONG, EXIT)	✓			
TEST MICS AT CEREMONY & RECEPTION;	✓	✓		✓ CELEBRANT
PACK "GO BAG" FOR PROCESSIONAL (SAFETY PINS, TISSUES).	✓			
WEDDING PARTY DRESSING CHECKS; VEIL PLACEMENT; JEWELRY; CUFFLINKS.				✓ FAMILY
CHECK IN ON BRIDE (IN BRIDAL SUITE OR ON VEHICLE ARRIVAL) : HYDRATION, SNACK, RESTROOM, LIPSTICK TOUCH-UP.	✓			
PIN BOUTONNIERES & CORSAGES FOR FAMILY.				✓ FAMILY
CUE MUSIC IN CEREMONY AND CANAPES AREA PRIOR TO GUESTS ARRIVAL	✓			

# TASKS

## CEREMONY

FEATURES	DAY COORDINATOR	MC	VENUE	OTHER
GREET EARLY GUESTS; USHER TO PRE-CEREMONY BEVERAGE/AREA.		✓		✓ USHERS
CONFIRM WITH USHERS/MC/BRIDAL PARTY THAT GUESTS CAN BE MOVED THROUGH TO CEREMONY	✓			
ANNOUNCEMENT - INTRODUCE HOUSEKEEPING RULES AND DIRECTIONS		✓		
MANAGE VIP SEATING IN CEREMONY AREA	✓			
GENERAL HOUSEKEEPING ANNOUNCEMENT FOR CEREMONY LOCATION				✓ CELEBRANT
COLLECT BRIDAL PARTY AND LINE UP PROCESSIONAL; CONFIRM WALK ORDER & PACING.	✓			
FLUFF DRESS/VEIL; WALK TO POSITION FOR START OF MUSIC	✓			
START MUSIC, SIGNAL EACH GROUP AT PROPER MUSICAL MARKERS.	✓			
CUE WITNESS SIGNING SONG(S)	✓			
CUE RECESSIONAL MUSIC; DIRECT GUESTS TO GROUP PHOTO SPOT.	✓			



# TASKS

## RECEPTION

FEATURES	DAY COORDINATOR	MC	VENUE	OTHER
GRAND ENTRANCE: CONFIRM ORDER, PRONUNCIATIONS, SONG CLIPS; CUE DJ/BAND AND LIGHTING AND NOTIFY MC WHEN READY	✓			
ANNOUNCEMENT - GRAND ENTRANCE: PRONOUNCE BRIDAL PARTY INTO RECEPTION		✓		
WELCOME TOAST + DINNER SERVICE EXPLANATION		✓		
SERVE OR INVITE TABLES UP FOR FOOD			✓	
VENDOR MEALS DISTRIBUTED; ENSURE BREAKS ARE STAGGERED.			✓	
SPEECHES MANAGEMENT		✓		
COORDINATE SUNSET/GOLDEN HOUR PHOTOS / CONFIRM TIMINGS	✓			✓ PHOTOGRAPHER
CAKE CUT ( ANNOUNCE QUIETLY TO PHOTO/VIDEO FIRST).		✓	✓	
FIRST DANCE(S) SEQUENCE; DIM LIGHTS; CUE TRACKS.	✓	✓		✓ MUSIC PERSON
OPEN DANCING; KEEP TIMELINE BUFFER FOR SPONTANEOUS MOMENTS.		✓		
BOUQUET/GARTER/ALTERNATIVE ACTIVITY (OPTIONAL).		✓		
DESSERT/LATE-NIGHT SNACK RELEASE.			✓	

# TASKS

## RECEPTION CONTINUED

FEATURES	DAY COORDINATOR	MC	VENUE	OTHER
MONITOR BAR LINES, TRASH, TEMPERATURE, AND RESTROOMS; ADJUST STAFFING WITH VENUE/CATERER.			✓	
CHECK IN ON BRIDE & GROOM EVERY ~45–60 MINUTES (WATER, TOUCH-UPS, QUICK RESET).	✓			
MANAGE SPECIAL SURPRISES OR CULTURAL TRADITIONS (HORA, MONEY DANCE, TEA CEREMONY).		✓		
ANNOUNCE LAST SONG BEFORE FINISH		✓		
STAGE EXIT ITEMS (SPARKLERS/BUBBLES/), SAFETY BUCKETS, LIGHTERS. (IF APPLICABLE)		✓		
COORDINATE TRANSPORTATION PICKUP;				✓ FAMILY
PACK PERSONAL ITEMS → GIFTS/CARDS BOX → CORRECT HUMAN			✓	