

Wedding Day Task List

Notes: this task list is meant as a guideline to identify the key tasks associated with executing a wedding on the day of the event (for couples who are not hiring a wedding coordinator). Some items may not apply (ex. Deliver alcohol will not apply if the venue or caterer is supplying the alcohol). Also your vendor coordinator or wedding planner (if applicable).

Set up of Venue and Décor		
Status	Tasks	Assign To
	Provide access to vendors to ceremony & reception site for set up	
	Receive & review deliveries of orders to ensure they are correct: Rental items Flowers (the right number of bouquets, the right flowers, etc.) Cake (delivery & set up) Other Food Items Decorations Entertainment items (photo booth, etc.) Other	
	Supervise the set up by vendors to ensure they have everything they need and that the set-up is completed per the contracts and plans.	
	Final walkthrough of Ceremony and Reception venues to ensure set up is completed satisfactorily	
	Deliver alcohol & wine (if you are providing it).	
	Deliver and set up of decorations (any DIY décor must be delivered and set up) for Ceremony & Reception.	
	Delivery Personal items (favors, programs, toasting glasses, cake knife, Unity candle, etc.).	
	Guest Tables Decor -set up or oversee the set-up of the table centerpiece décor. *venue staff does not typically set up the table décor.	
	Delivery and set up of other Decor Other Décor: guest book table décor (ceremony & reception) gift table décor (reception) seating assignment table (reception) any outdoor directional signs (ceremony & reception)	
	Set up of space: guest tables, chairs, bar, tableware, etc. *typically the venue staff is responsible for the set-up of these items. But if you are holding the wedding at a home or public setting, you may be responsible for this. At the minimum you need someone who is familiar with the plans you have drafted to be responsible for supervising that these are set up per your specifications. (i.e. you don't want 5 chairs at tables if you planned for 6 or purple napkins when you specified Pink.)	

Ceremony Coordination		
Status	Tasks	Assign To
	Ensure bridal party, musicians, officiant(s) arrive at specified time	
	Distribute Wedding day Agenda & Timeline to Wedding party	
	Distribute bouquets and/or pinning corsages and boutonnieres	
	Distribute ring pillow and flower baskets	
	Confirm possession of rings & marriage license	
	Instruct ushers on guest & family seating and timing	
	Line up & cue bridal party & musicians during the ceremony	
	Coordinate the processional & recessional	
	Ensure ceremony starts on time	
	Ensure that Bridal Party gets to the appropriate meeting location after the ceremony (do not want bridal party to congregate at the ceremony exit as it will slow down the process of the guest leaving and the bridal party pictures)	

Transition to Reception		
Status	Tasks	Assign To
	Ensure transportation for all wedding party & their personal items between venues	
	Transfer of items from ceremony to reception	
	Turnover of space * if using same space for ceremony and reception	
	Direct the guest to reception location	

Reception Coordination		
Status	Tasks	Assign To
	Facilitate reception while bridal party takes pictures (ensure food, drinks, entertainment, etc. are served per plan)	
	Communication to all vendors, Bridal party and guest during reception to ensure timeline (toast, first dance, cake cutting, bouquet toss, etc.	
	Ensure all vendors are informed of the planned timeline of events during the reception	
	Communicate with vendors (photographer, DJ or musicians and kitchen/caterer) to keep events of the reception on time & make and communicate adjustments to timing as needed (ex. pictures running late)	
	Coordinate with the DJ/MC to cue the events & ensure the appropriate people are present and ready for : Bridal Party entrance, Toasts, bouquet toss, garter toss, dinner service, cake cutting, special dances, etc.	
	Check in with bridal party to ensure they are comfortable, happy and have everything they need *I can't tell you how many brides have asked me for a glass of water.	
	Cut & serve the cake (some venues offer this service but not all do)	
	Keep bridal survival or touch up kit	
	Prepare and have emergency kit on hand to handle any minor emergencies	
	Troubleshoot any issues that may arise (a guests food is wrong, attendees who did not rsvp, a glass breaks & needs clean up, anything that could go wrong and needs to be handled)	
	Deliver final payments & tips to vendors	
	Gift pack up & transfer to appropriate car	
	Pack up cake and/or left overs and distribute	
	Oversee hand out of favors and departure items (sparklers, confetti, etc.)	
	Organize Bride & Groom departure	
	Ensure bridal party collect all personal items for departure	

Breakdown and Clean Up		
Status	Tasks	Assign To
	Pack up & remove décor (centerpieces, etc.) and personal items	
	Pack up & arrange removal any rental items that need to be returned	
	Pack up & remove extra alcohol (If you provided the alcohol)	
	Clean up of venue (per your contract)	
	Oversee breakdown of set up	

Additional		
Status	Tasks	Assign To