

I Do Crew Phoenix Coordinator Services

Wedding Rehearsal

- ☐ Review the **Wedding Song list**
- ☐ Review the **Floor Plan**
- ☐ Review the **Plan of Action** (*Where does it all go?*)
- ☐ Complete facilitation of the wedding **Processional (Wedding Timeline)**
- ☐ Complete facilitation of the wedding reception **Grand Entrance**
- ☐ Explain the different **Attendant** duties (**Who's Who**)

Pre-Ceremony (Day-Of) & Ceremony

- ☐ Communicate with vendors upon arrival regarding setup, duties, etc.
- ☐ Review the Big Day's **timeline** (communicate announcements / transitions)
- ☐ **Ceremony setup** - Check the assembly and setup of chairs and decor
- ☐ Coordinate all aspects of the Big Day with all vendors and participants according to the **Wedding Timeline**
- ☐ Line up & Cue wedding party for the Ceremony

(Prepare / keep ready the Wedding Party Emergency kit and Rain preparations)

Post-Ceremony & Cocktail Hour

- ☐ Cleanup and organize Ceremony Venue
- ☐ **Cocktail Hour setup** - Check the assembly and setup of chairs and decor
- ☐ Communicate and coordinate all aspects of the Big Day with all vendors and participants according to the **Wedding Timeline**
- ☐ **Reception setup** - Check the assembly and setup of chairs and decor

Reception & Post-Reception

***10 hours ends around Cake Cutting**

- ☐ Act as a liaison between vendors and the Couple
- ☐ Supervise the collection of all gifts, bridal memorabilia, and/or supplies and ensure that all items are loaded into the "designated" vehicle or in the "pick-up" location