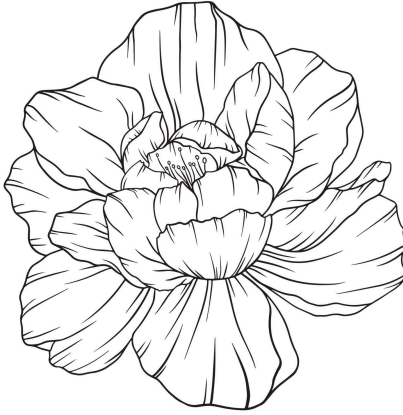


The Wedding of Partner 1 and Partner 2

Month Day, Year

Location



Day of Wedding Coordination Handbook

Bridal Party & Important People Contact List
Vendor Contact List
Wedding Day Timeline
Wedding Ceremony Schedule
Ceremony Decor Plan & Placement List
Cocktail Hour Decor Plan & Placement List
Reception Decor Plan & Placement List
Reception Music List & Emcee Announcements
Photography Shot List
Wedding Day Of Tasks
Wedding FAQs
Wedding Necessities & Emergency Kit List
Wedding Guest List
Table Seating Charts

Bridal Party & Important People Contact List

Keep track of all your Wedding VIPs!

Name	Role	Phone Number	Special Details	Lodging
	Maid of Honor			
	Bridesmaid			
	Bridesmaid			
	Bridesmaid			
	Bridesmaid			
	Best Man			
	Groomsman			
	Groomsman			
	Groomsman			
	Groomsman			
	Groomsman			
	Mother of Bride			
	Father of Bride			
	Mother of Groom			
	Father of Groom			
	Ring Bearer			
	Officiant			
	Flower Person			
	Bride			
	Groom			

Vendor Contact List & Schedule

Vendor Type	Vendor	Contact Person	Phone & Email	Contracted Hours	Arrival Time
Officiant					
Ceremony Venue					
Ceremony Music					
Reception Venue					
Reception Music					
Photographer					
Videographer					
Florist					
Caterer					
Bartending					
Rentals					
Cake					
Desserts					
Hair					
Makeup					
Attire					
Transportation					
Coordinator					
Photo Booth					
Other.					

Wedding Day Timeline

Event	Time	Location	Who's Involved	Notes
Rise & Shine! Time to wake up for the big day.	8:00 AM			
Start the day with breakfast	8:30 AM			
Hair & Make Up Begins for Bridal Party	9:15 AM			
Groomsmen Activity and Lunch	9:30 AM - 12:30 PM			
Photographer Arrival	12:30 PM			
Videographer Arrival	12:30 PM			
Bridal Party and Groomsmen Getting Ready Photos	1:00 PM			
Father of Bride First Look	1:30 PM			
Mother of Groom First Look	1:30 PM			
First Look & Private Vow Reading	2:00 PM			
Family Photos	2:45 PM			
Refresh & Get Ready	3:15 PM			
Travel to Ceremony	3:30 PM			
Wedding Ceremony	4:00 PM			
Ceremony Ends, Travel to Cocktail Hour	4:45 PM			
Family Photos	4:45 PM			
Cocktail Hour Ends, Line Up for Bridal Party Entrance	5:45 PM			
Entrance of Bridal Party and Couple	6:00 PM			
First Dance	6:10 PM			
Welcome Speech	6:15 PM			
Dinner!	6:30 PM			
Toasts	7:00 PM			
Cake Cutting	7:30 PM			
Parent & Anniversary Dances	7:40 PM			
Dancing Begins - Time to Party!	7:50 PM			
Closing Song & Exit for Send Off	10:30 PM			
Newlywed Private Last Dance	10:45 PM			
Sparkler Send off!	10:50 PM			
End of Reception	11:00 PM			

Wedding Ceremony Schedule

Ceremony Location, Address

Event	Time	Who's Involved	Decor/Items	Notes
Rentals Arrive and set up begins	2:00 PM			
Florist arrives and sets up	2:15 PM			
Microphone setup	2:30 PM			
Musicians arrive and set up	2:30 PM			
Officiant arrives and meets coordinator	3:15 PM			
Bridal party heads to ceremony	3:30 PM			
Prelude music begins	3:30 PM			
Bridal Party, Photographer, and Videographer Arrive	3:45 PM			
Guests Start to arrive	3:45 PM			
Processional line up	3:55 PM			
Ceremony Begins	4:05 PM			
Processional	4:05 PM			
Officiant Greeting & Unplugged Ceremony Reminder	4:10 PM			
Reading #1	4:15 PM			
Song #1	4:20 PM			
Reading #2	4:25 PM			
Song #2	4:30 PM			
Couple Exchanges Vows	4:35 PM			
First Kiss!	4:40 PM			
Recessional	4:41 PM			
Ceremony Ends	4:45 PM			

Processional Song:
 Groom Entrance Song:
 Bridal Party Entrance Song:
 Bride Entrance Song:
 Ceremony Song #1:
 Ceremony Song #2:
 Recessional Song:

Ceremony Decor Plan & Placement List

[illegible]

Cocktail Hour Decor Plan & Placement List

[illegible]

Reception Record Plan & Placement List

[illegible]

Reception Music List & Emcee Announcements

Bridal Party Entrance:

Song:

Announcement:

Newlywed Entrance:

Song:

Announcement:

First Dance:

Song:

Announcement:

After First Dance, Transition to Couple Welcome Speech:

Announcement:

After Couple Welcome Speech, Transition to Dinner:

Song/Music Type:

Announcement:

Toasts:

Announcement:

Cake Cutting:

Song:

Announcement:

Mother-Son Dance:

Song:

Announcement:

Father-Daughter Dance:

Song:

Announcement:

Anniversary Dance:

Song:

Announcement:

Dancing Begins!

Announcement:

Closing Song:

Song:

Announcement:

Private Last Dance for Newlyweds:

Song:

Must Play:

Do NOT Play:

Wedding Photography Shot List

GETTING READY

- ☐ Wedding Dress
- ☐ Wedding Invitations
- ☐ Engagement rings and wedding bands
- ☐ Bouquets
- ☐ Bride's jewelry
- ☐ Putting on dress (zipping/buttoning up)
- ☐ Putting on veil and shoes
- ☐ Groom fixing tie or pinning boutonniere
- ☐ Groom laughing with groomsman
- ☐ Bridal party laughing

BRIDE

- ☐ Bridesmaids first look
- ☐ Father first look
- ☐ Bride alone
- ☐ Bride with mom and dad
- ☐ Bride with bridesmaids
- ☐ Bride with siblings
- ☐ Bride with maid of honor
- ☐ Generation shot

GROOM

- ☐ Groomsmen first look
- ☐ Mother first look
- ☐ Groom alone
- ☐ Groom with parents
- ☐ Groom with groomsmen
- ☐ Groom with siblings
- ☐ Generation shot
- ☐ Groom with best man

TOGETHER

- ☐ First look
- ☐ Reading vows
- ☐ Laughing together
- ☐ Rings Up Close
- ☐ Bride & Groom with pet
- ☐ Exchange of gifts

CEREMONY

- ☐ Room/set up shots
- ☐ Decor close ups
- ☐ Wedding party walking down aisle
- ☐ Bride walking down aisle
- ☐ Groom as bride walks down aisle
- ☐ Readers & Singers
- ☐ Vows
- ☐ Exchange of rings
- ☐ First kiss
- ☐ Recessional

RECEPTION

- ☐ Room/set up shots
- ☐ Decor close ups
- ☐ Bridal Party Entrance
- ☐ First Dance
- ☐ Toasts
- ☐ Special Dances (Father-Daughter, etc.)
- ☐ Cake cutting
- ☐ Bouquet Toss
- ☐ Private Last Dance
- ☐ Send Off

FAMILY

- ☐ Bride with immediate family
- ☐ Groom with immediate family
- ☐ Bride & Groom with Bride's immediate family
- ☐ Bride & Groom with Groom's immediate family
 - ☐ Bride & Groom with Bride's grandparents
 - ☐ Bride & Groom with Groom's grandparents
 - ☐ Bride & Groom with Bride's extended family
- ☐ Bride & Groom with with Groom's extended family
 - ☐ Bride & Groom with both immediate families
 - ☐ Bride & Groom with bridal party
 - ☐ Bride & Groom with siblings

Wedding Day of Tasks

Keep track of who is responsible for doing what or having certain items.

[illegible]

Wedding FAQs

What is the schedule of events?

What should I wear? Is there a dress code?

What events are indoors or outdoors? What weather should I expect?

I have dietary restrictions/allergies. What's the best way to let you know?

Will there be an open bar?

Is there a hotel room block?

How do I RSVP and when is the deadline?

How do I get to the ceremony and reception?

Are kids and/or extra plus ones welcome?

Can I take photos during the day to post on social media? Do you have a wedding hashtag?

Do you have a wedding registry? Can I bring my gift to the wedding?

What's the best way to contact you if I have additional questions?

Wedding Necessities

FOR THE BRIDE

- ☐ Getting ready outfit
- ☐ Dress
- ☐ Veil
- ☐ Shapewear/Undergarments
- ☐ Shoes
- ☐ Jewelry
- ☐ Hair accessories
- ☐ Hair styling products and tools
- ☐ Makeup and beauty tools
- ☐ Mirror
- ☐ Deodorant
- ☐ Toothbrush and paste
- ☐ Floss and mouthwash
- ☐ Extra pair of contact lenses
- ☐ Straws, for drinking without ruining lipstick
- ☐ Comfortable flats

FOR THE GROOM

- ☐ Suit or tuxedo
- ☐ Underwear
- ☐ Socks
- ☐ Shoes
- ☐ Shoe polish kit
- ☐ Shaving tools
- ☐ Hair styling products and tools
- ☐ Deodorant
- ☐ Toothbrush and paste
- ☐ Lint brush
- ☐ Fragrance
- ☐ Cash

FOR THE CEREMONY

- ☐ Programs
- ☐ Unity candle or ceremonial equivalent
- ☐ Copy of the vows
- ☐ Copy of the readings
- ☐ Rings
- ☐ Marriage license
- ☐ Ring pillow and fake rings
- ☐ Flower-girl basket
- ☐ Aisle runner
- ☐ Sunscreen
- ☐ Lotion with aloe vera
- ☐ Bug spray
- ☐ Bug-bite reliever

FOR THE RECEPTION

- ☐ Signage for guests
- ☐ Menus
- ☐ Escort (table) cards
- ☐ Place cards
- ☐ Table numbers
- ☐ Favors
- ☐ Photo booth props
- ☐ Guest book and pen
- ☐ Toasting glasses
- ☐ Cake topper
- ☐ Cake knife
- ☐ Garter

FOR THE EMERGENCY KIT

- ☐ Safety pins
- ☐ Fabric tape, to fix a fallen hem
- ☐ Bobby pins
- ☐ Clear nail polish
- ☐ Bride's color nail polish
- ☐ Nail file
- ☐ Earring backs
- ☐ Face powder
- ☐ Eye drops
- ☐ Aspirin
- ☐ Antacid
- ☐ Bandages
- ☐ Tampons
- ☐ Breath mints
- ☐ Hand lotion
- ☐ Fragrance
- ☐ Double-sided tape
- ☐ Krazy Glue
- ☐ Sewing kit
- ☐ Scissors
- ☐ Tissues
- ☐ Phone charger
- ☐ Portable charger

Wedding Guest List

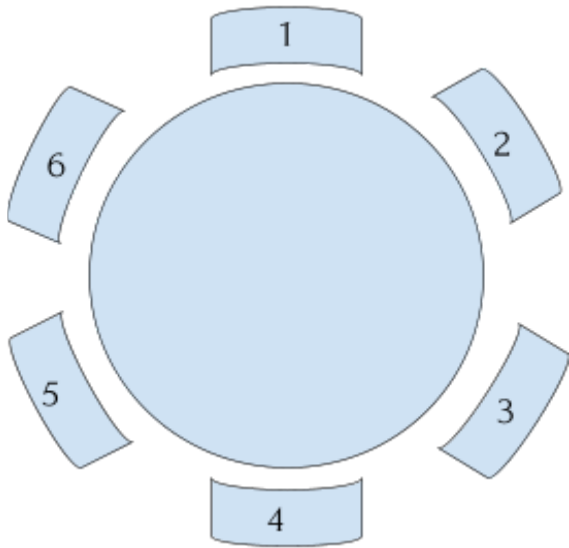
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Wedding Guest List (Continued)

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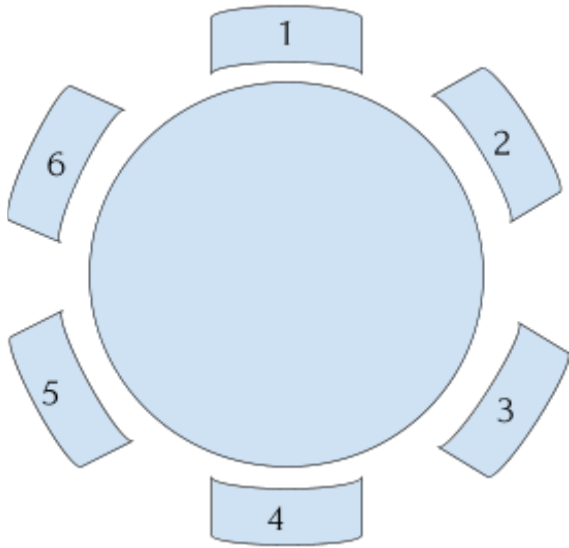
Table Seating Chart - 6 Top Rounds

Table #



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2	
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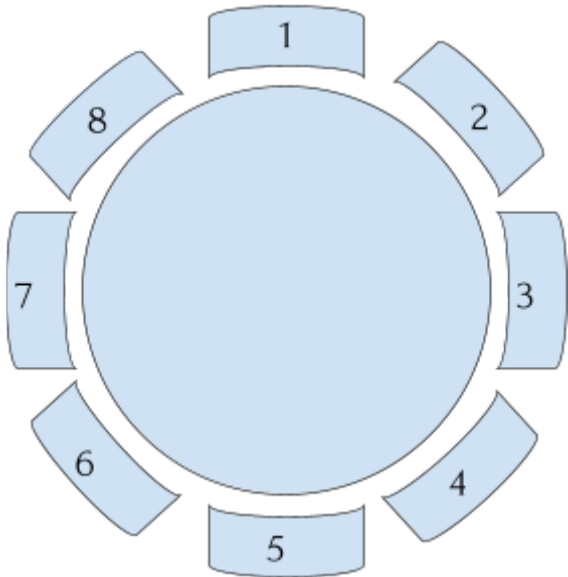
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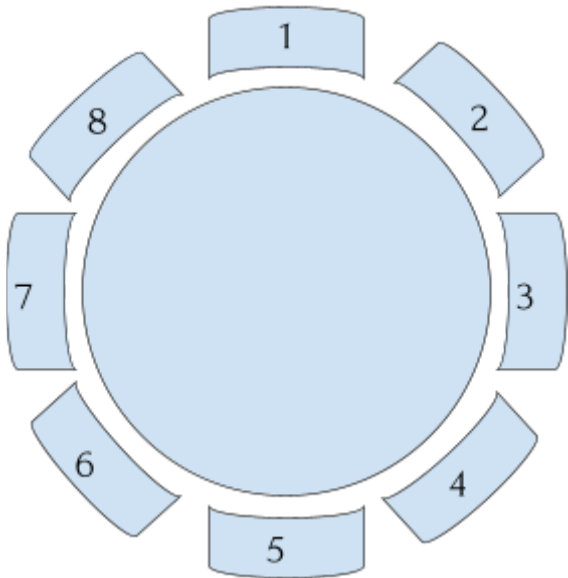
Table Seating Chart - 3 Top Rounds

Table #



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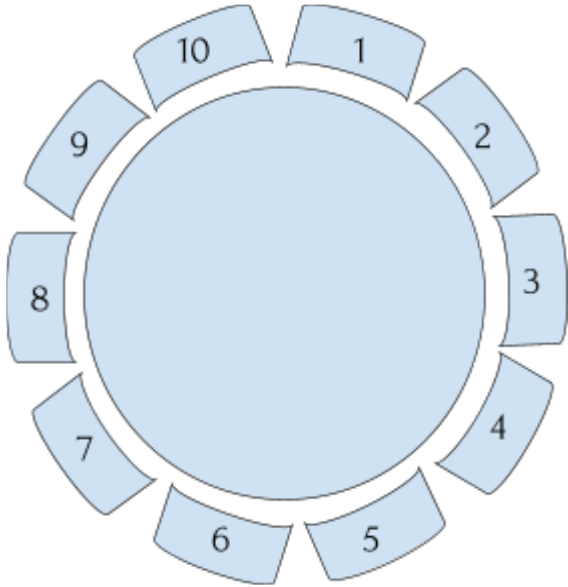
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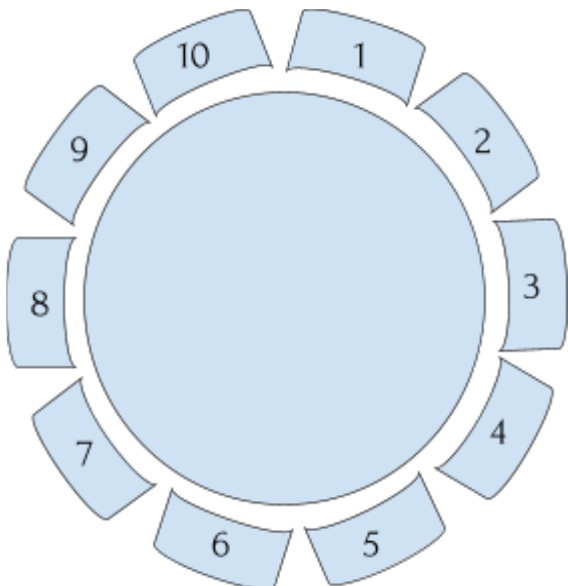
Table Seating Chart - 10 Top Rounds

Table #



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9	
10	

Table #



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7	
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Table Seating Chart - 8 Top Rectangles

Table #



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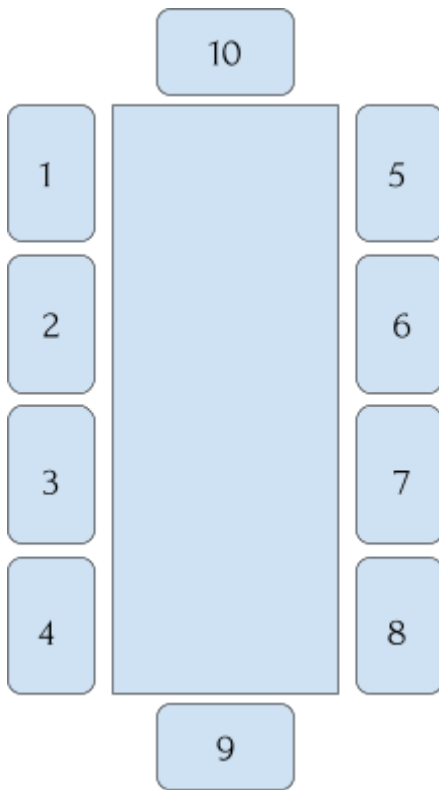
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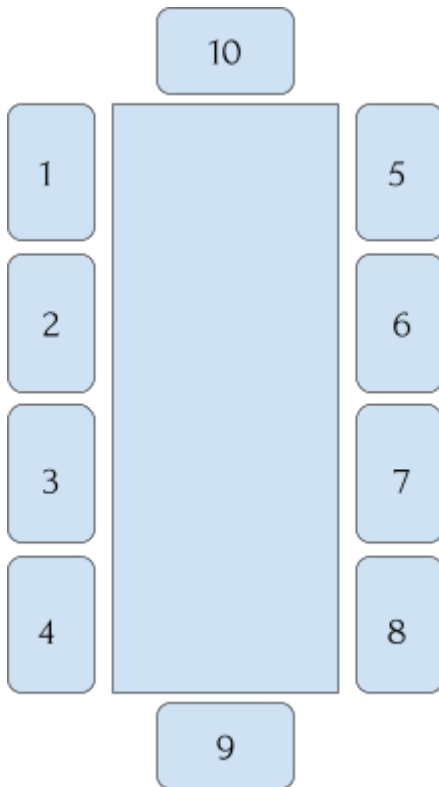
Table Seating Chart - 10 Top Rectangles

Table #



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Table #



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