

A-BnC Parties and More, Inc.

Complete Checklist for a Day of Event Coordinator

Two to Four Weeks Before the Wedding - formulate a time line for your special day.

1. Location and time of events.
2. Guests' special requirements or accommodations.
3. Reception and meal menus as well as any special dietary requirements.
4. Vendors, expectations and agreements (i.e. time hired for, expected arrival, special requests, etc.).
5. Timing of the day's events.
6. Accessories, Gifts and favors.
7. Event theme, if applicable.

The week prior to the Wedding – follow up on important details.

1. Touch base with vendors and provide contact information. Confirm arrival and finish times, provide directions if required.
2. Finalize seating charts and completion of place cards and table settings.
3. Insure napkins and other accessories, as well as favors and gifts have arrived or are on schedule.
4. Check on hotel accommodations for out of town guests and delivery of welcoming gifts, maps, event schedule, sights to see, etc.
5. Coordinate with rehearsal site, rehearsal dinner menu, and any special dietary needs.
6. Confirm centerpieces/decorations.
7. Coordinate transportation (limos, trolleys, etc.).

Rehearsal, Rehearsal Dinner - oversee and supervise rehearsal from beginning to end.

1. Review timing and processional order, ceremony positions, as well as recessional order. Provide cues, timing or musical.
2. Coordinate readings.
3. Coordinate music and soloists.
4. Answer any questions and give helpful reminders of roles and positions,

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Pre-Ceremony, Ceremony - maintain proper sequence and details.

1. Greet all officiates and vendors.
2. Check and/or set up any miscellaneous items/decorations (flowers, sign ins, aisle/pew bows, floor runners, gift boxes/tables, etc.).
3. Coordinate the bridal parties' refreshments (if applicable).
4. Give bridal party and/or guest directions to ensure proper set-up.
5. Coordinate pre-ceremony photo session.
6. Distribute flowers to the wedding party.
7. Check on rings, ring bearer pillows, flowers for flower girls/guys.

Ceremony –

1. Greet early arrivals and participants.
2. Assist with guest flow, distribution of programs, usher's duties and seating if necessary.
3. Cue the music.
4. Cue the bridal party participants.
5. Oversee photographer/videographer efforts.
6. Direct guests to receiving line, couples' send off, as well as reception location.
7. Provide maps and details of parking facilities, if applicable
8. Assist in transferring items from ceremony to reception.
9. Gather misc. items for storage.

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Reception –

1. Inspect pre-reception area and coordinate with caterer/provider of appetizers and bar set up and timing.
2. Check seating arrangements (special access needs, children's high chairs, etc.) and place cards.
3. Check or set up decorations including guest book, flowers, favors, bathroom accessories, etc.
4. Check room layout and décor, table linens and designs, as well as numbers and/or centerpieces, personalized beverage napkins/candies.
5. Set up anything transferred from ceremony to reception - gift box/gift table
6. Coordinate with all vendors (photographer, videographer, musicians, etc., and if applicable entertainers and security). Ensure each has everything they need (appropriate space, tables, power, etc).
7. Check overall facilities.
8. Coordinate all announcements - wedding party's arrival, toasts, first dance, cutting the cake, etc.
9. Work with DJ or band leader to maintain flow of reception.
10. Alerting bride and groom to each event.
11. Coordinate sequencing of reception with hospitality vendors as to timing of wedding party program/
12. Coordinate meals for vendors.

Final event details –

1. Review and settle accounts at end of evening.
2. Distribute gratuities.
3. Pack up any leftovers at end of night and give to designated persons.
4. Collect gifts and personal items at end of night and give to designated person.

Additional options -

1. Check on honeymoon arrangements – travel itinerary, transportation, lodging, etc.
2. Gift inventory.
3. Thank you cards.