

TYPICAL “DAY OF”

- Arrive at venue prior to any vendors – greet them and ensure they have everything they need for set-up.
- Check in with the Bride, Groom, and their Bridal Party to make sure they are comfortable and have everything they need to begin getting ready for the day. Also deliver the emergency kit at this time.
- Start setting up programs, escort cards, place cards, bridal portraits, menu cards, guest book, cake cutting set, champagne flutes, and any other décor for ceremony and reception.
- If the ceremony and reception are in two different locations, one Assistant Coordinator stays at the reception site to make sure everything arrives while Lead Planner is at ceremony site with Bridal Party.
- Pin on boutonnieres and corsages, provide flower girl and ring bearer with basket, pillow, etc.
- Assist Photographer(s)/Videographers with staging the “First Look” if couple is seeing each other before the ceremony begins.
- Line up bridal party for processional and either send people down the aisle, or assist venue coordinator if they like to lead this.
- After the ceremony, we transport anything that needs to be transferred to the reception site (except gifts – that is the responsibility of one of your bridal party, family members, etc.). We do assist with packing gifts in their vehicles.
- Once the guests begin heading to the reception site, we help transition the bridal party back in to the ceremony venue to take more pictures if the bride and groom request that.
- We wait for the bride and groom at the front of the reception venue to greet them and take them into the reception area (or if ceremony and reception are at same venue we help transition the bridal party to the reception).
- We bring couples in the back way of the reception venue so that they can get a glance of the room before their guests come in.
- Then, we sneak you back out while the guests enter the room (if you’re doing an Introduction of the new Mr./Mrs. and/or your wedding party).
- Manage the entire flow of the evening, partnering with Catering Team and Entertainment to ensure everything transitions smoothly (introductions, toasts, cake cutting, first dances, etc.)
- We make sure that our couples are able to sit and enjoy their meal. We also do our best to ensure you stay hydrated throughou the entire day, but especially in the evening or on warm days.
- Ensure that your vendors eat a meal and coordinate timing with Catering Team.
- Judging on the way the party is going, assess what time the send-off will officially happen. Ex: if guests start leaving much sooner than expected, plan for an earlier exit.
- Line guests up for send-off and pass out sparklers, bubbles, etc.
- Gather gifts and cards and deliver them to the couple’s room or pack them in a designated car.
- Pack up items like guest book, photos, cake cutting set, toasting flutes, etc. We ensure any personal items you have at the wedding are sent home with your designated guest.
- Work with the venue to ensure clean-up is complete on our end, make sure nothing is left behind, all décor is cleared, and ensure vendors have everything they need for take-down.