

Day of Coordination

Vendor + Highlights Sheet

Bride's Name + Groom's Name

Wedding Date

Ceremony Location & Time:

Reception Location & Time:

Vendor Information

Rehearsal Dinner:

Rehearsal Location:

Ceremony Location:

Reception Location:

Planner/Day of Coordinator:

Caterer:

Bar Provider:

Cake/Dessert:

DJ/Band:

Photographer:

Videographer:

Florist/Decorator:

Rental Company:

Include what each rental company is providing

Entertainment:

Transportation:

Hotel:

Important Guests

Groom's Parent's Names:

Brides Parents Names:

Grandparents Names:

Bridal Party:

Flower Girl:

Ring Bearer:

Ushers/Greeters:

Rehearsal Date

Time & Location

Greet Guests/Explain Rehearsal Goals

Run through Processional Twice (Going down + Coming Back)
.....

Miscellaneous Items

What are venue rules for exit time, trash removal, break down, etc
.....
.....
.....
.....
.....
.....
.....

Special Items/Notes per vendor for planner to keep an eye on
.....
.....
.....
.....



Wedding Day Timeline - Sample

- 8.00am Venue to open for vendor access
- 9.00am Bride + Bridesmaids Arrive to get ready
- 9.00am Make up + Hair Team Arrive
- 9.30am Hair + Make Up to Begin
- 10.00am Rental company arrives for delivery + set up
- 11.00am Florist + Decorator Arrives for Set up
- 12.00pm Mom to arrive with Lunch
- 2.00pm Groomsmen arrive to get dressed
- 2:30pm Photographer arrives to begin photos
- 3.00pm Groom + Groomsmen photos begin
- 3.00pm Caterer Arrives for Set up
- 3:30pm DJ Arrives for set up
- 4.00pm Bride + Bridesmaids Photos
- 4.00pm Cake Delivered + Set up
- 5.00pm Bride hidden away
- 5:30pm Guests begin to arrive/Pre-ceremony music begins
- 6.00pm Ceremony Begins
- 6:30pm Ceremony Ends/Cocktail Hour Begins
- 7:15pm Guests move to reception area
- 7:30pm Bride + Groom announced into reception
- 7:40pm Dad Welcome + Prayer
- 7:45pm Dinner Service Begins (Allow 45 minutes-1 hour)
- 8:45pm Toasts/Cake Cutting
- 8:55pm Bride + Groom First Dance
- 9:00pm Mother/Son + Father/Daughter Dance
- 9:15pm Dance Floor Open
- 11:00pm Last call at bar (30 minutes before end of event)
- 11:15pm Last drink served
- 11:25pm Send Off
- 11:30pm End of Reception/Clean up Begins
- 12:30am All vendors cleaned up/Exit Venue

- ✓ List Processional Order + Song Choices
- ✓ Do any items need to be moved from ceremony to reception?
- ✓ How is DJ announcing them in?
- ✓ Who is releasing tables?
- ✓ Who is doing toast and in what order?
- ✓ Who is cutting the cake?
- ✓ Private dance after guests leave?
- ✓ Who is packing up items provided by client at end of the night?
- ✓ Whose vehicle is it going in?

