



# 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\*

Entertainment

Transportation

Hotel

### Important Guests

Grooms Parent's Names

Brides Parent's Names

Grandparent's 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

Venue Rules for exit time, trash removal, etc...

Special Items/ Notes for planner....

\*Include what each rental company is providing

... Write on back side if you have more rules

...Write on back side if you have more notes