

Day-of Wedding Coordinator

CHECKLIST

CHECK IN WITH VENDORS

- Call vendors to confirm arrangements
- Finalize payment for vendors
- Sign contract to create an insurance policy

TIP ENVELOPES

- Buy envelopes for tips
- Place tips inside envelopes
- Label each envelope to mark the recipient

EXTRA CASH

- Bring extra cash in case of emergencies and for extra tips

LUGGAGE AND DOCUMENTS

- Double-check couple's luggage
- Drop off couple's luggage in advance
- (For overseas honeymoon) Check if passport, visa, other important documents, and pertinent belongings are packed

PACK DAY-OF BAG

- Rings
- Written vows
- Extra shoes
- Marriage license
- Day-of timeline

WEDDING PLAYLIST

- Prepare wedding playlist

RAIN PLAN

- Finalize rain plan with venue and vendors

PACK EMERGENCY KIT

- Pain reliever
- Nail polish for the bride
- Stain remover
- Safety pins
- Sewing kit
- Adhesive bandages
- Tissues
- Lint roller
- Fashion tape or skin tape
- Bobby pins and hair ties
- Floss and breath mints
- Backup copy of wedding playlist
- Traction pads for heels
- Umbrella
- Shawl
- Snacks
- Water
- Makeup kit
- Hairspray
- Deodorant
- Tampons or pads

CREATE A CONTACT LIST

- Vendors
- Maid of honor
- Best man
- Wedding planner
- Group chat with the bridal party
- Update wedding website

BRIEF PHOTOGRAPHY TEAM

- Compile shot list
- Create detailed schedule for shoots
- Forward list and schedule to team

ARRANGE TRANSPORTATION

- Settle transportation for bride and escort
- Arrange transportation for the rest of attendees
- Remind everyone of schedule