

PORT TOWNSEND WEDDINGS & EVENTS

What is a Day-Of Wedding Coordinator?

Unlike a full-service wedding coordinator, a “Day-of” coordinator is for couples who want to do most of the planning themselves, but when their wedding day arrives, they need a professional to execute all of their hard work.

Too often, couples rely on family and friends to help carry out plans on the day of their wedding. By asking a friend or family member to take on this stressful task, that person will not be able to enjoy the event as a guest, and will end up feeling like “event staff.”

In most cases, your “volunteers” have little experience in the role of event planner. They often end up feeling overwhelmed as they try to keep on top of everything that must be done to ensure that the day runs smoothly.

The following is an outline of some of the tasks that PT Weddings & Events handles on the day of your wedding:

Two Weeks Prior to Wedding Day

Meet with bride and groom to create timeline. Go over any arrangements the couple have previously made with vendors, and update timeline accordingly.

One Week Prior to Wedding Day

Confirm final details with vendors prior to wedding day. Make sure that all vendors the wedding coordinator’s contact information. Send vendors a copy of the final timeline and make sure they have directions to the ceremony and reception locations.

Please Note: A day-of-coordinator will not re-negotiate any terms in contracts with vendors at this time, or at any other time prior to, during, or after your wedding day. All agreements should be finalized prior to the wedding.

Rehearsal

- Work with wedding officiant to choreograph wedding ceremony, processional and recessional
- Alert wedding party as to where they need to be the following day, and at what time

Pre-Ceremony

At brides “getting dressed” location:

- Facilitate on-time arrival of hair and make-up stylists and instruct them as to where to set up hair dryers, brushes and any other equipment they have with them

- Coordinate hair and make-up schedule with bridal party and stylists and ensure that hair and make-up is completed in a timely fashion
- Coordinate any food deliveries
- Make sure personal flowers i.e. bridal bouquet, bridesmaids flowers and boutonnieres arrive on time
- Make sure photographer arrives on time and has a “must shoot” list
- Gather bride, bridal party and immediate family for photos
- Ensure that transportation arrives on time and instruct wedding party as to when to depart for ceremony
- Maintain Emergency Kit (Kit Includes such items as stain sticks, hairspray, safety pins, a sewing kit, scissors, Static Guard, deodorant, straws, Band-Aids, snacks, and many other things you may need on the wedding day)
- Communicate with best man to make sure groom is getting dressed and on-time
- Make wedding party aware of any last minute details
- Communicate with transportation driver and maid-of-honor/best man while bridal party is on the way to the ceremony location

Ceremony

- Set up programs and other ceremony items i.e. guest book, unity candle, photo table, etc.
- Ensure that ushers/groomsmen arrive on time and are ready to distribute programs
- Ensure that personal flowers i.e. flower girl bouquet and groomsmen boutonnieres have arrived at ceremony location
- Alert ushers/groomsmen as to when to begin escorting guests to their seats and remind them as to how to be a “proper” usher
- Ensure that ceremony musicians have arrived and direct them as to where to set up
- Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music. Determine what hand signals will used to cue musicians
- Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
- Communicate with bride and groom so that they know how much time remains before the start of the ceremony
- Handle any emergencies that may arise
- Line up the bridal party for their entrances down the aisle
- Cue ceremony musicians when bridal party is ready to begin processional
- Gather family and friends for after ceremony photos

Prior to Reception

- Greet vendors and instruct them as to where to set up i.e. wedding band, florist, and caterer
- Make sure reception flowers/décor is set up according to flower order
- Ensure that tent and lighting are set up properly and troubleshoot as needed

- Meet with catering staff to confirm food timeline
- Set up guest book and pen, champagne flutes, cake cutting utensils
- Set up table numbers/names and menu cards
- Set up amenities baskets, hand towels, candles etc. in bathrooms

Reception

- Ensure proper flow of cocktail hour food
- Look over dining tables and make sure they are set up properly
- Along with catering staff, encourage guests to join the couple for dinner at the end of cocktail hour
- Help guests locate their place cards and dining tables
- Locate couple and instruct them to stay to the side of main dining room until they receive cue for their introduction and first dance
- Cue band when the majority of guests have found their tables and couple are ready to be introduced
- Cue band, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting, toasts and parent dances
- Cue people giving toasts when they are about to be announced
- Alert catering staff to pour champagne just before the toasts
- Be aware of timing of catering service and make sure people are served promptly
- Distribute final payments/gratuities to vendors at the end of the evening (no negotiation in the terms of vendor contracts will be handled by the coordinator at this time)
- Prevent & fix any problems that may arise during your event
- Remain easily accessible through the entire event in case there are any details needing attention
- Coordinate reception departure transportation

