

Wedding Coordinator Checklist

Checklist · 42 items · 10 sections

The professional toolkit, client meetings to day-of execution and post-wedding wrap-up.

Open the editable version online:

<https://genechecklist.com/checklist/wedding-coordinator-checklist>

CLIENT ONBOARDING

- Hold initial consultation with couple: goals, vision, budget, guest count
HIGH
- Send and sign planning contract and coordinator agreement
HIGH
- Collect retainer/deposit and set payment schedule
HIGH
- Create shared planning folder (Google Drive or planning portal)
HIGH
- Build master wedding planning spreadsheet (budget, vendors, contacts)
HIGH
- Schedule regular check-in calls with couple (monthly, then weekly closer to date)

VENUE AND VENDOR SOURCING

- Research and shortlist ceremony and reception venues
HIGH
- Accompany couple to venue viewings and take detailed notes
HIGH
- Review and negotiate venue contract on couple's behalf
HIGH
- Source and recommend photographers, videographers, and review portfolios
HIGH
- Source and recommend caterers: arrange tastings
HIGH
- Source and recommend florists, decorators, bakers, DJs, and entertainment
HIGH

VENDOR MANAGEMENT

- Collect and review all vendor contracts before couple signs
HIGH
- Maintain a master vendor contact list with names, phones, and emails
HIGH
- Track all vendor payments and upcoming due dates
HIGH
- Confirm vendor insurance and licensing as required

BUDGET MANAGEMENT

- Build and maintain detailed wedding budget tracker
HIGH
- Alert couple to any budget overruns and suggest savings

TIMELINE AND LOGISTICS

- Create master wedding day timeline (down to 15-minute intervals)
HIGH
- Create floor plan and seating chart layout
HIGH
- Arrange guest accommodation room block and hotel logistics
- Coordinate transport schedule (guest shuttles, bridal car, vendor access)

GUEST MANAGEMENT

- Plan and coordinate RSVP tracking for couple
- Manage dietary requirements list and share with caterer

HIGH

REHEARSAL

- Coordinate ceremony rehearsal: direct bridal party on positions and cues
HIGH
- Share final wedding day timeline with all vendors at rehearsal
HIGH
- Confirm all vendor arrival times, setup requirements, and access details

HIGH

DAY-OF PREPARATION

- Prepare day-of emergency kit (sewing kit, stain remover, safety pins, pain killers)

HIGH

- Create vendor tip envelopes and distribute at appropriate times

DAY-OF COORDINATION

- Arrive at venue 2-3 hours before guests to oversee setup

HIGH

- Check in each vendor as they arrive and confirm setup is on schedule

HIGH

- Oversee venue setup: tables, chairs, florals, lighting, AV

HIGH

- Keep bridal party and couple calm and on timeline throughout the day

HIGH

- Cue ceremony music, processional, and all ceremony moments

HIGH

- Coordinate photographer and videographer: point out key family members

HIGH

- Manage transition from ceremony to cocktail hour to reception

HIGH

- Cue speeches, first dance, cake cutting, and all reception moments

HIGH

- Solve any day-of problems calmly and without alerting the couple

HIGH

- Oversee venue breakdown and vendor exit at end of night

- Ensure couple's personal items are gathered before leaving venue

POST-WEDDING

- Send post-wedding thank-you note to couple and vendor partners

- Request testimonial/review from couple for business portfolio