



Aisle Do

Day Of Wedding Coordination

Planning Services included:

- Access to Wedding Planning Software, will be able to see the Wedding Day Timeline, Vendors and Notes section (Full access to Professional Wedding Planning Software grants access to all planning details including checklists, calendar, timeline, design studio, guest list, seating chart, vendors, budget, and notes all in one place, if interested in full access please let me know and that can be arranged)

Two weeks – Four weeks prior to Wedding Day

- Meeting with bride and groom to present timeline. Go over any arrangements the couple have previously made with vendors and update timeline accordingly
- Unlimited client Phone Calls and emails in final four weeks leading up to wedding day during business hours.
- Create a Wedding Day Timeline or Itinerary (you can view this on your Wedding Planning Software)
- Meet and greet vendors, act as a liaison for vendors, take the stress away from the couple

One – Two weeks prior to Wedding Day

- Confirm final details with vendors prior to wedding day
- Make sure that all vendors have everything they need
- Confirm final payments are made or ready to be paid on Wedding Day
- Send vendors a copy of the final timeline and make sure they have directions to the ceremony and reception locations

Rehearsal

- Distribute wedding timeline/itinerary to best man and maid of honour
- Work with wedding officiator 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 where to set up their equipment
- Coordinate hair and make-up schedule with bridal party and stylists ensuring hair and make-up is done on time
- Make sure personal flowers ex/ bridal bouquet, bridesmaid’s flowers and father of the bride boutonniere arrive on time
- Make sure photographer arrives on time and has a “must shoot” photography list
- Gather bride, bridal party and immediate family for photos
- Call out names on “must shoot” photography list
- Ensure that transportation arrives on time and instruct wedding party as to when to depart for ceremony
- Assist bride with putting on her wedding gown and accessories, corset tying
- Maintain the wedding emergency kit
- Communicate with best man to ensure that groom is getting dressed and on-time
- Make wedding party aware of any last minute details
- Communicate with driver and maid of honour/best man while bridal party is on the way to the ceremony location

Ceremony

- Set up programs and other ceremony items ex/ guest book, unity candles
- Ensure that ushers/groomsmen arrive on time and are ready to pass out programs
- Ensure that personal flowers 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 where to go to set up
- Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music
- Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
- Communicate with the 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 the processional

Prior to Reception

- Greet vendors and instruct them as to where to set up ex/ wedding band, florist, caterer
- Arrange escort cards
- Make sure reception flowers/décor is set up according to flower order
- Ensure that tent, lighting, props 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 bathroom

Reception

- Assist with ushering guests into cocktail or reception area
- Ensure proper flow of cocktail hour
- Look over dining tables and make sure they are set up properly
- Along with catering staff, encourage guests to join the bride and groom for dinner at the end of cocktail hour
- Locate bride and groom and instruct them to stay to the side of the 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 the bride and groom are ready to be introduced
- Cue band, photographer and videographer when important events take place at reception ex/ first dance, cake cutting, toasts and parent dances
- Cue best man and father of the bride when they are about to be announced for toasts
- Be aware of timing of catering service and make sure people are served promptly
- Distribute final payment/gratuities to vendors at the end of evening
- Prevent and fix any problems that may arise during your event
- Remain easily accessible through the entire event in case there are any details you would like attended to
- Set up favour table towards the end of evening
- Pack up gifts/cards, miscellaneous ceremony and reception items and have them ready to be taken to a family members car at the end of the night
- Coordinate reception departure transportation