

THE ORGANIZATION

D-Day



Document for the wedding coordinator D-Day

Tasks

Day	Task	Responsible	Comments / Confirmations
T-5	Call ALL providers to confirm their presence	<i>Coordinator</i>	Caterer, DJ, photographer, florist, valet parking...
	Check whether contracts have been signed and deposits have been paid	<i>Coordinator</i>	Scan and keep PDF on your phone
	Confirm the exact number of covers with the caterer	<i>Married/Coord.</i>	Involve service providers who eat on-site
	Review and pass on diets	<i>Coordinator</i>	Vegetarian, halal, allergic, gluten-free...
	Confirm arrival times with each provider	<i>Coordinator</i>	Send summary via SMS with accurate time
	Check access to deliveries at the point of receipt	<i>Coordinator</i>	Opening hours, code, supervisor contact
	Prepare the final seating chart	<i>Coordinator</i>	Print 3 copies
T-4	Finalize the seating plan and send it to the caterer	<i>Coordinator</i>	Final names, no changes after tonight
	Prepare place cards / table easels	<i>Married / Family</i>	Check the spelling of each first name
	Confirm transportation and guest shuttles	<i>Coordinator</i>	Departure time, meeting point, who is driving
	Short witnesses on their role during the day	<i>Coordinator</i>	Time, responsibilities, emergency numbers
	Check if the bride/groom outfit is ready	<i>Bride and groom</i>	Cleaning, Accessories, Shoes
	Prepare the payment envelopes for the service provider	<i>Bride and groom</i>	Cash payment or bank transfer – check what is agreed

T-3	Final site search (if not ready)	<i>Coordinator</i>	Entrance, parking, washrooms, outlets
	Check the room's sound system or microphone	<i>Coordinator / DJ</i>	Micro-ceremony and language test
	Confirm the order of flowers and decorations	<i>Florist / Coord.</i>	Delivery time, room access
	Look at the cake.	<i>Catering / Pastry Chef</i>	Delivery time, display
	Prepare the DJ playlist or setlist	<i>Married and Groom/DJ</i>	Music, ceremony, reception, dinner, evening
	Print all coordination documents	<i>Coordinator</i>	Planning, contacts, seating plan, photo groups

T-2	Decorative delivery and installation, if possible,	<i>Décoration / Coordination.</i>	Table decorations, posters, photo booths...
	Prepare the Emergency Coordinator Kit	<i>Coordinator</i>	See the Emergency Kit tab
	Confirm the bridal hair/makeup plan	<i>Bride / Coord.</i>	Allow 30 minutes to the game room
	Letters to Married Speakers (Go Bride)	<i>Coordinator</i>	See the Go Bride tab
	Check that wedding rings are SAFE	<i>Married and groom / witnesses</i>	The main witness has the wedding rings?
	Send the D-Day package to all service providers	<i>Coordinator</i>	By SMS or e-mail with specific opening hours

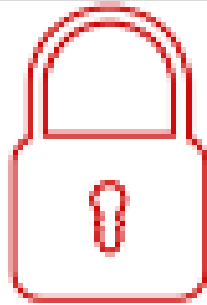


D-Day Tasks



Contact of Service Providers and Important Information





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Emergency kit Coordinator Have on you



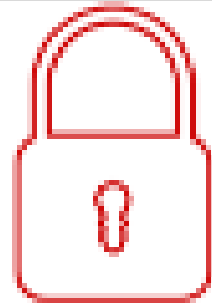
Unforeseen protocols – what if.



Coordination of preparation



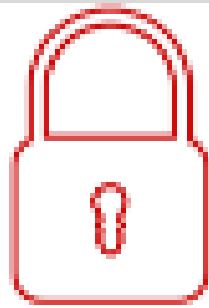




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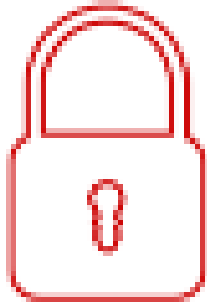


D-Day Timing



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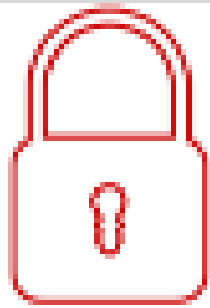




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**CONGRATULATIONS
AND
BEST WISHES!**

