



# *Consultants Unlimited*

*an event consulting, planning, and design group  
specializing in wedding ceremonies and receptions*

## *Wedding Coordinator Responsibilities*

*Includes the event package of your choice, as well as event day support that consists of, but is not limited to, the following:*

### *Wedding rehearsal*

- ◆ Complete facilitation of wedding rehearsal which includes instruction on usher seating, family seating, wedding party processional, ceremony, wedding party recessional, and family recessional

### *Pre-ceremony*

- ◆ Coordinator distributes necessary balance checks to any remaining wedding service providers the day of the event
- ◆ Coordinator liaisons with florist, photographer, videographer, musicians, soloists, minister, and ceremony participants upon arrival regarding specific duties and distributes event timelines to all wedding professionals
- ◆ Coordinator assists wedding party with pinning boutonnieres and corsages
- ◆ Coordinator assists families with pinning of boutonnieres and corsages
- ◆ Coordinator works with photographer to ensure that pre-ceremony pictures adhere to the predetermined event timeline
- ◆ Coordinator liaisons with program/guest book/gift attendants upon arrival regarding duties
- ◆ Coordinator liaisons with groomsmen and/or ushers regarding proper etiquette for guest seating and pre-seating of family and guests
- ◆ Coordinator cues pre-ceremony music
- ◆ Coordinator gathers all family and wedding party attendants and places them in line for formal processional of ceremony
- ◆ Coordinator ensures that maid and/or matron of honor has groom's ring and that bride has relocated engagement ring to right hand
- ◆ Coordinator ensures that best man has bride's ring
- ◆ Coordinator cues candle lighting by groomsmen and/or ushers
- ◆ Coordinator cues musicians and participants for family seating processional music
- ◆ Coordinator cues musicians and participants for wedding/bridal party processional music
- ◆ Coordinator cues musicians, bride, and escort for bride's ceremony processional
- ◆ Coordinator adjusts train and/or veil of bride upon entrance

## *Post-ceremony*

- ◆ Coordinator works with photographer to ensure that post-ceremony pictures adhere to the predetermined event timeline
- ◆ Coordinator liaisons with guest book attendant to ensure that guest book, pen, toss bouquet, etc. are transferred to reception site
- ◆ Coordinator gathers any extra programs, unity candle, etc. from ceremony site

## *Reception*

- ◆ Coordinator liaisons with caterer and reception entertainment and reviews script for announcements and reception activities
- ◆ Coordinator ensures that the reception site is set up properly and that the cake/s have arrived and are in place
- ◆ Coordinator liaisons with bride/groom/wedding party/family regarding announcement/s into reception, places them in line for announcements, and ensures that announcements go smoothly
- ◆ Coordinator coordinates all special dances with reception entertainment and all special dance participants
- ◆ Coordinator notifies caterer, photographer, videographer, reception entertainment, and all other appropriate wedding professionals of cake cutting
- ◆ Coordinator cues reception entertainers of cake cutting and toast announcement to guests
- ◆ Coordinator cues guests giving toasts
- ◆ Coordinator ensures that caterer prepares “going away” basket of food for bride and groom
- ◆ Coordinator gathers bags, food, etc. that will leave with the couple and ensures that they are placed in departure vehicle
- ◆ Coordinator displays favors/memorabilia to distribute to guests at the end of the event
- ◆ Coordinator ensures that photographer, videographer, and reception entertainment are prepared for couple’s departure
- ◆ Coordinator works with reception entertainment to facilitate bouquet/garter toss and departure of couple

## *Post-reception*

- ◆ Coordinator supervises collection of all gifts, bridal memorabilia and/or supplies (guest book and pen, cake knife or service, disposable cameras, baskets, bridal bouquet, centerpieces, extra programs, extra favors and memorabilia, etc.) and ensures that all items are loaded into “designated” vehicles

***www.consultants-unlimited.com • michele@consultants-unlimited.com***

***706.548.3948***