

Wedding Coordination Toolkit

Final-week, rehearsal, ceremony, reception, and couple-care tools

Use fictional or authorized information only. Mark unknowns TBD. A request is not approval.

Wedding overview

Couple	Wedding date
Planner / coordinator	Day-of decision-maker
Ceremony time	Guest count
Weather decision owner	BEO version
The couple's three highest priorities	
Traditions, accessibility, dietary, and family considerations	
Sentimental items and final handoff owner	

Final-week verification

- Final guest count and guarantee status verified
- Final spaces and floor plan approved
- Menu, dietary needs, and vendor meals verified
- Bar plan, cap, close, and change authority verified
- Access, ceremony, reception, breakdown, and load-out times verified
- Vendor scopes, contacts, arrivals, power, storage, and removal verified
- Ceremony order, names, pronunciations, readings, and music cues verified
- Décor inventory, installation, restrictions, and removal verified
- Accessibility plan verified with appropriate staff
- Weather decision time, alternate space, conversion team, and communications verified
- Personal-item inventory and end-of-night recipient verified
- Every open BEO decision has an owner and deadline
- Only the approved BEO version is distributed

Ceremony cue sheet

Time	Person / group	Position / movement	Music / cue	Cue owner

Rehearsal plan

- Introduce roles and identify who gives cues
- Confirm lineup and processional order
- Practice pace, spacing, positions, and handoffs
- Confirm officiant, readers, rings, and microphone
- Practice recessional and post-ceremony destination
- Review late arrival and weather instructions
- Answer unresolved movement questions without reopening settled design choices

Names and pronunciation notes

Rehearsal changes requiring BEO update or approval

Reception cue sheet

Time	Moment	People ready	Vendor / staff cue	Owner

Weather and contingency plan

Forecast source / check time	Decision time
Decision owner	Communication owner
Primary location	Alternate location
Trigger for changing plans	
Conversion tasks - task / owner / duration	
Vendor and guest communication sequence	
Timeline changes if contingency is activated	

Couple-care and end-of-night handoff

- Use one communication channel and documented decision authority
- Protect the couple from routine operational noise
- Escalate safety, financial, contractual, and unresolved authority issues
- Keep the photographer, DJ, catering, bar, and venue aligned on changes
- Protect the couple's named priority moments when time slips
- Track cards, gifts, ceremony items, attire, florals, and personal décor
- Release personal items only to the named recipient
- Record unresolved issues and follow-up owner

Personal item / quantity / custodian / final recipient

End-of-night notes and required follow-up
