

Day-Of Wedding Coordinator Checklist

Forty practical checks from final handoff through the next business day. Customize owners, due dates, venue rules, traditions, access needs, and the weather plan before relying on it.

Role boundary: This checklist organizes confirmed information; it does not create authority, replace vendor contracts, verify food-allergy safety, or substitute for a qualified coordinator when the venue, guest count, travel, cultural traditions, or production needs exceed your helper's experience.

Four to two weeks before

Done	When	Task + confirmation note	Owner
☐	4 weeks before	Collect final contracts, arrival windows, and departure terms Confirm names, mobile numbers, load-in rules, service scope, overtime, and strike obligations.	Coordinator
☐	4 weeks before	Build the primary and backup contact sheet Include venue escalation, every vendor lead, transportation, wedding party leads, and emergency contacts.	Coordinator
☐	3-4 weeks before	Review the master timeline with the couple and venue Identify fixed times, flexible blocks, buffers, optional cuts, hard stops, and travel time.	Coordinator
☐	3 weeks before	Name the day-of change authority and cue callers Record who approves timeline changes and who gives each ceremony and reception cue.	Couple / coordinator
☐	3 weeks before	Confirm load-in, parking, storage, and accessibility routes Walk the actual entrances, elevators, restrooms, secure storage, guest route, and service route.	Coordinator / venue
☐	2-3 weeks before	Document the weather and temperature decision plan Name the decision owner, trigger time, forecast source, alternate setup, and communication sequence.	Coordinator / venue
☐	2-3 weeks before	Confirm guest and wedding-party transportation Verify vehicles, capacity, drivers, pickup points, buffers, parking, and missed-ride fallback.	Coordinator / transportation
☐	2 weeks before	Review ceremony and reception layouts Check capacity, table numbers, reserved seats, vendor positions, power, exits, and step-free routes.	Coordinator / venue
☐	2 weeks before	Confirm the family photo list and wrangler Use names and grouping order; the couple should not locate missing relatives.	Coordinator / photographer
☐	2 weeks before	Confirm gifts, cards, personal items, rentals, and return owners Name the secure location, recipient, vehicle, inventory owner, and return deadline.	Coordinator / couple

Final week

Done	When	Task + confirmation note	Owner
☐	1-2 weeks before	Create role-specific schedules from the approved master Give each person only the times, locations, contacts, and cues they need; retain one source of truth.	Coordinator
☐	5-7 days before	Confirm every vendor directly Receive an explicit yes for arrival, setup, service, departure, contact, and any change.	Coordinator
☐	3-5 days before	Complete the final venue walkthrough Verify rooms, keys, lighting, climate, furniture, kitchen, bar, loading, cleanup, and hard stop.	Coordinator / venue
☐	2-4 days before	Prepare the day-of document and supply kit Pack the approved timeline, contacts, layouts, cue lists, basic tools, labels, chargers, and offline copies.	Coordinator
☐	1-2 days before	Lead or attend the ceremony rehearsal Practice lineup, pace, handoffs, seating, microphones, music, and the weather alternative.	Coordinator / officiant
☐	1 day before	Reconfirm weather, transportation, and urgent changes Record the final decision, update the source plan, and tell only the affected people.	Coordinator

Wedding morning and setup

Done	When	Task + confirmation note	Owner
☐	Before first vendor	Open the venue and verify life-safety and access conditions Do not improvise around blocked exits or unsafe conditions; use the venue escalation path.	Coordinator / venue
☐	At each arrival	Check in each vendor and confirm the communication path Record arrival, lead name, work area, immediate dependency, and best contact; keep the couple out of routine relays.	Coordinator
☐	During load-in	Track deliveries, inventory, and setup dependencies Photograph delivered items, note shortages or damage, and resolve guest-facing essentials first.	Coordinator / setup leads
☐	Before guest areas open	Inspect ceremony, cocktail, and reception spaces Check cleanliness, climate, lighting, sound, signage, seating, restrooms, accessibility, and weather protection.	Coordinator / venue
☐	At service start	Confirm hair and makeup order and finish target Track actual starts and alert photo before the portrait schedule is affected.	Coordinator / beauty lead
☐	Before detail photos	Gather attire, rings, stationery, flowers, and personal details Keep items together, record custody, and return valuables to the named owner.	Coordinator / designated attendant
☐	Before portraits	Confirm food, water, dressing, and travel readiness Protect health and dignity; verify people, vehicles, bouquets, accessories, and the departure cue.	Coordinator / attendants

Pre-ceremony

Done	When	Task + confirmation note	Owner
☐	60-90 minutes before	Complete the audio and music soundcheck Test microphones, processional and recessional tracks, power, backup audio, and pronunciations.	Coordinator / audio lead
☐	45-60 minutes before	Confirm the ceremony is guest-ready Check reserved seats, programs, water, ushers, signage, weather plan, and accessible route.	Coordinator / ceremony lead
☐	20-30 minutes before	Hide and line up the wedding party Verify order, bouquets, boutonnieres, rings, license, officiant, and photo/video positions.	Coordinator / wedding party lead

Ceremony

Done	When	Task + confirmation note	Owner
☐	At processional	Cue doors, music, participants, and officiant Use one cue caller and pause when a required person or safety condition is not ready.	Ceremony cue caller
☐	During ceremony	Monitor timing and prepare the recessional transition Avoid interrupting the ceremony unless safety or the authorized recovery plan requires it.	Coordinator

Cocktail hour and transition

Done	When	Task + confirmation note	Owner
☐	Immediately after ceremony	Direct guests and release the photo list Open the correct guest route and stage named family groups away from guest traffic.	Coordinator / ushers / family wrangler
☐	During cocktail hour	Manage room flip and reception readiness Track tables, decor, lighting, sound, catering, seating display, and completion sign-off.	Coordinator / venue / vendors
☐	15 minutes before reception	Confirm guest seating and wedding-party lineup Resolve seating issues away from the couple and verify names and pronunciations.	Coordinator / MC

Reception

Done	When	Task + confirmation note	Owner
☐	Before dinner	Confirm entrance, first dance, and meal-service cues Do not release a cue until the couple, camera teams, audio, room, and kitchen are ready.	Coordinator / MC / catering
☐	During dinner	Track meal service, dietary handoffs, and vendor meals Use confirmed guest and caterer information; the checklist does not verify allergy safety.	Coordinator / catering captain
☐	Before formalities	Confirm speakers, microphones, songs, cake, and camera positions Verify order and readiness before moving guests' attention or changing service flow.	Coordinator / MC
☐	During open dancing	Monitor timeline drift, breaks, bar timing, and transportation Use approved buffers and optional cuts first; only the named authority approves a timeline change.	Coordinator
☐	Before the final hour	Confirm last call, final song, send-off, and hard venue stop Align bar, transportation, photo/video, lighting, guest route, and the couple's departure vehicle.	Coordinator / venue / MC

Breakdown and handoffs

Done	When	Task + confirmation note	Owner
☐	As guests depart	Secure cards, gifts, personal items, and legal documents Use the agreed secure location and document every handoff to the named recipient.	Coordinator / assigned recipient
☐	During strike	Track vendor pickup, rental counts, leftovers, and trash Photograph unresolved items and use only approved overnight or follow-up pickup plans.	Coordinator / venue / strike leads
☐	Before leaving	Complete the final venue sweep and key handoff Check every room, vehicle, loading area, storage point, payment handoff, key, and incident note.	Coordinator / venue

After the wedding

Done	When	Task + confirmation note	Owner
☐	Next business day	Send the couple a concise closeout report List completed returns, receipts, damages, lost items, unresolved vendor issues, and required follow-up.	Coordinator

Turn the confirmed plan into a live timeline: geteventsync.app/free/timeline-builder

Decision log / follow-up notes

When	Change, incident, or follow-up	Approved / assigned to