

Wedding Coordinator Checklist

By Sherry M. Lewis

- Becoming Wedding Coordinator
 - Determine different services provided by a wedding planner, so you can choose what you want to offer.
 - Check the information you need about the "business" side of things (permits, insurance, etc)
 - Determine how to create a professional image for your wedding planner business.
 - Price your services as a wedding planner.
 - Find clients who want to hire a wedding planner.
 - Create an impressive portfolio even if you have no previous experience as a wedding planner.
 - Effectively market your wedding planner business through advertising.
 - Attend wedding shows and bridal fairs.
 - Check what to include in a client contract to protect yourself.
- Working as a Wedding Coordinator
 - Get creative ideas for a wedding.
 - Develop the skills you will need as a wedding planner, including organizational skills.
 - Put on your own bridal show.
 - Become certified as a "professional" wedding planner.
 - Create wedding planner timeline and checklist.
 - Create checklist for the bride and groom.
 - Create wedding planner resume.
 - Think of what to say when talking to prospective clients of your wedding planner business.
 - Prepare wedding planner registration form with questions to ask new clients.
 - Prepare wedding budget form.
 - Prepare wedding guest list form.
 - Prepare site survey sheet to evaluate wedding ceremony and wedding reception sites.
 - Prepare template wedding planner contract.

- Planning a Wedding
 - Prepare a time-line schedule.
 - List of all the tasks involved in planning a wedding.
 - Prepare a wedding budget.
 - Choose where the wedding will take place (the venue).
 - Find a wedding officiant (minister, rabbi, Justice of the Peace, etc).
 - Select wedding ceremony music.
 - Arrange the wedding ceremony rehearsal.
 - Decide on the time of day for the wedding reception.
 - Choose a place to hold the wedding reception (the venue).
 - Work with the venue staff to create a fabulous wedding reception.
 - Arrange wedding reception activities.
 - Select reputable wedding vendors.
 - Negotiate contracts.