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.