Wedding Coordinator Checklist

Created: 12/27/2011

# Tasks:

☐ **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**

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☐ **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.**