

# Wedding Coordinator Checklist

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- 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.