

Key people every wedding must have

1. Wedding coordinator

Your wedding coordinator must be someone that is able to organize and direct people. This person's job is to make sure that on your wedding day you can focus on getting yourself ready and enjoying your special day.

Two Weeks Prior to Wedding Day

Meet with bride and groom to present timeline. Go over any arrangements the couple have previously made with vendors, caterers, photographers, bakers or other hired services.

One Week Prior to Wedding Day

Confirm final details with vendors, caterers, photographers, bakers or other hired services prior to wedding day. Make sure that they all have your contact information. Send vendors a copy of the final timeline and make sure they have directions to the ceremony and reception locations.

Review the entire ceremony from start to finish with the couple. Finalize details such as

- If there are ushers, determine what will they be doing
- Getting songs or music to the sound tech (mp3 or c.d.)
- Special seating
- Dressing rooms
- Times of arrival for the wedding party
- All other details

Rehearsal

Work with wedding officiator to choreograph wedding ceremony, processional and recessional Rehearse 3 times at least

Alert wedding party as to where they need to be the following day, and at what time.

Pre-Ceremony

- Facilitate on-time arrival of hair and make-up stylists and instruct them as to where to set up hair dryers, brushes and any other equipment they have with them
- Coordinate hair and make-up schedule with bridal party and stylists and ensure that hair and make-up is completed in a timely fashion
- Coordinate any food deliveries and set up and clear all meals
- Make sure personal flowers i.e. bridal bouquet, bridesmaid's flowers and father of the bride's boutonniere arrive on time
- Make sure photographer arrives on time

- Assist bride with putting on her wedding gown
- Set up programs and other ceremony items i.e. guest book, unity candles
- Communicate with best man to make sure groom is getting dressed and on-time
- Make wedding party aware of any last minute details

Ceremony

- Ensure that ushers/groomsmen are ready to pass out programs
- Alert ushers/groomsmen as to when to begin escorting guests to their seats and remind them as to how to be a "proper" usher
- If using musicians, ensure that ceremony musicians have arrived and direct them as to where to set up
- Determine what hand signals will be used to cue musicians or sound tech
- Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
- Communicate with bride and groom so that they know how much time remains before the start of the ceremony
- Handle any emergencies that may arise
- Line up the bridal party for their entrances down the aisle

Post Ceremony

- Gather family and friends for after ceremony photos

Pre Reception

- Greet vendors and/or caterers and instruct them as to where to set up i.e. wedding band, florist, and caterer
- Meet with catering staff to confirm when to start serving
- Set up guest book and pen, toasting flutes, cake cutting utensils
- Set up table numbers/names and menu cards
- Set up amenities baskets, hand towels, candles etc. in bathrooms

Reception

- Ensure proper flow of appetizers
- Look over dining tables and make sure they are set up properly
- Along with catering staff, encourage guests to join bride and groom for dinner at the end of cocktail hour
- Cue band, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting, toasts and parent dances
- Cue best man and father of the bride when they are about to be announced for toasts
- Alert catering staff to pour drinks just before the toasts
- Be aware of timing of catering service and make sure people are served promptly
- Distribute final payments/gratuities to vendors at the end of the evening
- Prevent & fix any problems that may arise during your event

- Remain easily accessible through the entire event in case there are any details you would like attended to
- Pack up gifts/cards, miscellaneous ceremony and reception items and have them ready to be taken to a family member's car at the end of the night
- Coordinate reception departure transportation
- Help organize or instruct and cleaning teams

2. Sound Tech

A sound tech fee is included into the price of every wedding held at CityLight Church but if you are having a wedding in a different location then you will need to provide your own sound tech.

Be sure he/she

- Knows when and where rehearsal is
- Has songlist and music one week before rehearsal
- Knows what equipment is being used and is familiar with it

3. Flower Girl/ Ring Bearer assistant

This is one of the most overlooked jobs in a wedding. You will need to ensure that someone will be with the kids in your wedding before during and after the ceremony. Even if this person is the parents of the children be sure you talk with them about their responsibilities.

The responsibilities of the flower girl/ring bearer are;

- Reviewing and practicing with them their job before the rehearsal
- Ensuring they arrive to the rehearsal on time
- Coaching them through their job at the rehearsal
- Keeping safe watch over props such as flower basket and ring pillow
- Ensuring they arrive at the wedding location on time
- Help them get dressed
- Have games and toys during waiting times
- Ensure that they are in their proper cue for the processional
- Be ready to receive the kids once their job in the ceremony is finished
- Assist in the photography process

4. Ushers

Ushers have simple jobs but very important ones. Your ushers will help you manage your guests. Their jobs are;

- Assisting people to their seats.
- Helping people find seating if chairs become scarce
- Once wedding party cues up for the processional, ushers will guard the doors and make sure no one comes in or out until the processional is over