WEDDING HOSTESS JOB DESCRIPTION

- Meet with the bride and key people in the wedding party.
  1. Review hostess duties and responsibilities
     (note: it is the responsibility of the bride and groom to furnish decorations
     and labor to decorate the church and clean up afterwards unless they
     privately contract with the Wedding Hostess)
  2. Tour facility, including props available for use
  3. Review wedding information packet
  4. Review brides design plan for the ceremony, confirm dates and times for
     ceremony, rehearsal and reception if applicable
  5. Review plans for the reception if applicable
  6. Complete appropriate planning forms with bride (attendant list, needed monitor
     requests, guidelines & fees, etc.)
  7. Set due date to receive rehearsal and wedding agenda/program
- Distribute forms to appropriate staff persons/monitors (sound, lighting, multimedia) by
  deadlines indicated on planning sheet.
- Check with the Pastor regarding the wedding rehearsal, wedding and reception.
- Ensure all emergency supplies are stocked in wedding kit.
- Attend wedding rehearsal to aid in the flow of the ceremony.
- Attend wedding
  1. Arrive at church before the bride
  2. Prepare bride and groom’s rooms
  3. Prepare/set up any KCC props that are being used
  4. Distribute corsages
  5. Ensure the bride and groom’s needs are met, including running interference for
     the bride on the wedding day if she desires you to.
  6. Check in on the bride and groom to make sure that everything is going well.
- Return any KCC props to their appropriate locations (inform staff or lead wedding
  hostess of any items in wedding kit that need replacing).
- Monitor clean up of all KCC facilities used.
- Document successes and challenges of event.

*Please remember, the Wedding Hostess is the liaison between the couple and the church and
is there to ensure guidelines are followed. The Wedding Hostess is not a wedding planner,
nor is the Wedding Hostess responsible for the actual decorating of the church or errands for
the wedding. The wedding party must provide their own help for those extra duties.*