

FREE COORDINATION PACK

Wedding Coordinator Handoff & Execution Pack

Transfer the wedding from couple-led planning to one clear operational system - contracts, contacts, timelines, layouts, setup, payments, emergency authority, and final execution.

CONSOLIDATE • CLARIFY • TRANSFER • EXECUTE

Build One Source of Truth Before the Handoff

This pack is for couples transferring an already-planned or nearly planned wedding to a coordinator. It is a handoff system, not professional coordinator training.

1 ASSEMBLE

Collect current contracts, contacts, timelines, layouts, setup instructions, payment notes, and emergency information.

2 VERIFY

Remove outdated versions, close ownership gaps, and confirm what the coordinator can manage.

3 TRANSFER

Review the operating packet until the coordinator can explain how the wedding runs.

CORE RULE

One clearly identified final version of each operational document is more useful than a large archive.

HANDOFF BASICS

Coordinator: _____ Handoff date: _____

Service begins: _____ Wedding-day hours: _____

Team size: _____ Rehearsal included? [] Yes [] No

Master folder / system: _____

Wedding Coordinator Handoff Checklist

Track completion, the live file or final document, ownership, update date, and whether the version is truly ready for handoff.

Item	Complete	Final file / location	Owner	Updated	Final?
Vendor contracts					
Vendor contact sheet					
Master timeline					
Floor plans / layouts					
Seating information					
Ceremony cue sheet					
Personal-item inventory					
Payment / tip plan					
Setup instructions					
Emergency contacts / authority					

Final Vendor Contract & Amendment Index

The coordinator needs current operational references, not every proposal version. Clearly mark anything that has been superseded.

Vendor	Final agreement location	Amendment?	Version / date	Service window	Key operational note

DOCUMENT TRUST CHECK

- Outdated versions removed or marked superseded? ☐ Yes ☐ No
- Can the coordinator identify the current agreement immediately? ☐ Yes ☐ No

Day-of Vendor Contact Sheet

Use the person who can answer a wedding-day question, not an old sales contact or social-media handle.

Vendor	Service	Primary contact	Day-of contact	Phone	Arrival	Departure / pickup
Venue						
Coordinator team						
Catering / bar						
Photo / video						
Florals / rentals						
Music / entertainment						
Beauty / cake / transport						

Confirm the One Timeline Everyone Will Use

The coordinator should not be reconciling different vendor schedules in real time. Identify one authoritative timeline and make dependencies visible.

TIMELINE VERSION

Master timeline file: _____ Version / date: _____

Timeline owner after handoff: _____

MILESTONES TO VERIFY

- ☐ Getting-ready milestones
- ☐ Photography blocks
- ☐ Ceremony start
- ☐ Cocktail hour
- ☐ Meal service
- ☐ Speeches / dances
- ☐ Dessert / cake
- ☐ Last call / exit

OPERATIONAL WINDOWS

- ☐ Vendor arrival windows
- ☐ Setup deadlines
- ☐ Transportation departures
- ☐ Room flip / transitions
- ☐ Breakdown windows
- ☐ Rental pickup
- ☐ Venue access / key return
- ☐ Final-item departure

DEPENDENCY CHECK

Example: tables and linens must be complete before floral tabletop setup. Record dependencies in the master timeline, not only arrival times.

Hand Off Every Space the Coordinator May Need to Manage

Use the current plan for every relevant space and include access information that affects setup, service, guest flow, or vendor movement.

Space	Current file	Version	Loading / access	Power / service	Restricted area	Key note
Getting-ready area						
Ceremony						
Cocktail hour						
Reception						
Secondary location						
Other						

ACCESS CONTACTS

Venue access contact: _____ Security / loading: _____

Emergency / facilities contact: _____

Give the Coordinator Only the Guest Information Needed to Execute

Provide final attendance plus the seating, accessibility, family, and service details that may create an operational question.

FINAL GUEST SNAPSHOT

Final attendance: _____ Children: _____ Tables: _____ Seating file / export: _____

Current version / date: _____

Operational guest detail	Names / tables / note	Coordinator action, if needed
VIP tables / key family		
Accessibility / mobility		
High chairs / child setup		
Dietary issue affecting service		
Sensitive family placement		
Other execution-relevant note		

Wedding Ceremony Cue Sheet

Translate ceremony decisions into movements and cues the coordinator, officiant, musicians, and participants can execute.

Moment	Who / what	Cue owner	Music / trigger	Operational note
Guest seating / prelude				
Lineup				
Processional 1				
Processional 2				
Couple entrance				
Welcome / readings / ritual				
Vows / rings				
Pronouncement / kiss				
Recessional				
Post-ceremony movement				

Assign Every Personal Item From Arrival to Final Destination

An item without an owner at setup or breakdown becomes a wedding-day question. Track who brings it, places it, removes it, and takes it home.

Item	Brought by	Delivered to	Setup owner	Where used	Removal owner	Final destination
Guest book						
Card box						
Signage						
Favors						
Cake knife / flutes						
Memorial item						
Marriage documents						
Personal decor / other						

Define Who Sets Up What

The coordinator may supervise setup without personally installing every item. Separate venue work, vendor installation, coordinator tasks, and family assignments.

Item / area	Venue	Vendor	Coordinator	Family / friend	Couple	Reference / note
Ceremony chairs						
Arch / florals						
Welcome / escort area						
Reception tables						
Signage						
Personal decor						
Cake / dessert display						
Other						

Plan Breakdown With the Same Clarity as Setup

The person who places something at noon is not automatically the person who packs it at midnight. Define removal, pickup, destination, and venue closeout.

Item / category	Responsible	Pickup time	Destination	Vendor pickup?	Complete
Rental items					
Personal decor					
Gifts / cards					
Florals					
Signage					
Food / beverage leftovers					
Marriage documents					
Attire / personal belongings					
Other					

FINAL VENUE WALK-THROUGH

Who closes with the venue? _____ Key return / completion requirement: _____

Hand Off Only the Payments Someone May Need to Execute

Keep detailed payment history elsewhere. Separate required contractual balances from discretionary tips or gifts so nobody confuses the two.

Vendor	Required balance?	Amount / method	Tip / gift?	Recipient	Held by	When	Complete

PAYMENT AUTHORITY

Who may release required payments? _____

Who may distribute tips or gifts? _____

Define Decision Authority Before a Problem Happens

The coordinator should know which decisions can be made without interrupting the couple, what financial limits apply, and what truly requires escalation.

Decision	Coordinator may decide?	If not, who?	Limit / rule
Minor timeline adjustment			
Vendor arrival / setup correction			
Overtime approval			
Spend up to \$_____			
Spend above \$_____			
Weather backup activation			
Room / floor-plan adjustment			
Guest issue / seating exception			
Emergency contact with couple			

ESCALATION RULE

Routine operational questions should not default to the couple. Define the threshold that makes an issue important enough to interrupt them.

Close the Gaps Before Handoff

A nearly finished wedding can still create major day-of friction if small unresolved questions have no owner.

Open issue	Decision needed	Owner	Deadline	Affected area	Coordinator needs answer?

COMMON GAPS

Card box owner · Flower repurposing · Transportation departure · Marriage license
Final pickup · Weather call · Overtime authority · Late-night item removal

Review the Handoff Together

Document delivery is not the same as understanding. Confirm current versions, scope, team, authority, open issues, and communication after handoff.

- ☐ Coordinator has the correct final versions
- ☐ Team structure and backup coverage are clear
- ☐ Master timeline ownership is clear
- ☐ Open decisions are closed or assigned
- ☐ Financial / overtime authority is defined
- ☐ Breakdown and final-item ownership are clear
- ☐ Service hours are confirmed
- ☐ Vendor contact sheet is current
- ☐ Setup dependencies are understood
- ☐ Communication after handoff is defined
- ☐ Emergency escalation is clear
- ☐ Couple is removed from routine vendor operations

FINAL REVIEW NOTES

Coordinator Ready-to-Take-Over Sign-Off

The handoff is ready when the coordinator can explain the operating plan without rebuilding it from scattered information.

- | | |
|---|---|
| ☐ Who arrives first and opens access? | ☐ Which vendor dependency controls setup? |
| ☐ Which timeline is authoritative? | ☐ Who cues ceremony and reception transitions? |
| ☐ Who owns personal decor setup and removal? | ☐ Who handles vendor questions after handoff? |
| ☐ Who holds required balances and tips? | ☐ Who takes gifts, cards, and personal items home? |
| ☐ Who may approve a time or cost change? | ☐ Who closes the venue and confirms final pickup? |

HANDOFF STATUS

[] READY TO HAND OFF [] OPEN ITEMS REMAIN

Coordinator: _____ Date: _____

Couple / planning owner: _____ Date: _____

Remaining item owner and deadline: _____

Use this space for last-minute clarifications, open operational questions, version changes, and any responsibility that still needs a final owner.