

FREE WEDDING LOGISTICS PLAN

Wedding Setup, Breakdown & Item Ownership Plan

Assign a real person to every physical task before and after the wedding - who receives, installs, protects, removes, returns, stores, and ultimately takes each item home.

ACCESS · INSTALL · PROTECT · REMOVE · RETURN

Plan Both Ends of Every Physical Task

Booking vendors defines what is provided. This plan defines who handles each item, when it moves, where it goes, and who remains responsible after the celebration.

1 ACCESS

Start with real load-in and load-out windows. Every delivery, setup, teardown, and return must fit inside them.

2 OWNERSHIP

Every row needs a setup owner and a breakdown owner. Never assume the same person can or will do both.

3 DESTINATION

An item is not fully planned until its final destination, vehicle, storage point, return, or disposal path is known.

CORE RULE

A setup plan that stops when the event begins is incomplete. The forgotten gap is usually breakdown, pickup, return, or final destination.

PLAN BASICS

Venue: _____ Wedding date: _____

Coordinator / logistics owner: _____ Venue contact: _____

Hard load-out deadline: _____ Final walkthrough owner: _____

Confirm Venue Access Windows First

Everything downstream depends on when vendors and helpers can enter, when each area must be ready, and when every item must be out.

Access point	Time	Owner / contact	Restriction / fee	Confirmed?
Earliest vendor arrival				
Couple / helper access				
Rental delivery window				
Ceremony setup complete by				
Reception setup complete by				
Breakdown may begin				
Vendor pickup window				
Hard load-out deadline				
Final venue walkthrough				

OVERTIME / DEPOSIT CHECK

Overtime rate or penalty: _____ Deposit release condition: _____

Master Setup & Breakdown Matrix

Use this as the central ownership register. Record arrival, placement, removal, final destination, and the person accountable at each end.

Item / task	Arrival / setup	Setup owner	Setup location	Breakdown owner	Removal	Final destination

Track Every Rental From Delivery to Return

Match responsibilities to the contract and venue window - especially quantities, placement, pickup, and damage exposure.

Rental item	Qty	Delivery	Setup owner	Breakdown owner	Pickup	Return / damage note
Tables						
Chairs						
Linens						
Dishware / glassware						
Lounge / specialty						
Ceremony equipment						
Lighting / production						
Other						

Assign Ceremony Setup by Item

The ceremony plan defines what is needed. This page assigns who physically places each item and what happens immediately afterward.

Ceremony item	Setup owner	Ready by	Exact location	After-ceremony action	Move / breakdown owner
Chairs / seating					
Arch / structure					
Aisle decor					
Welcome / directional signage					
Reserved-seat markers					
Programs					
Audio / microphones					
Ritual / ceremony items					

Assign Reception Setup by Item

Separate vendor installation, venue setup, coordinator placement, and personal-item setup so nothing remains in an unopened box.

Reception Item	Setup owner	Ready by	Location	During-event owner	Breakdown owner
Tables / linens					
Centerpieces					
Seating display / table numbers					
Gift / card area					
Guest book					
Cake / dessert display					
Bar / service signage					
Favors					
Personal decor					

Plan Floral Movement Across the Day

If ceremony florals are repurposed, the move needs a person, time, route, transport method, and final destination.

Floral item	Ceremony location	Reception location	Move time	Move owner	Transport?	Final destination
Arch / installation						
Aisle pieces						
Bouquets						
Cocktail arrangements						
Centerpieces						
Other						

FLOWER DISPOSITION

☐ Taken home ☐ Donated ☐ Composted ☐ Vendor removes ☐ Guests may take ☐ Other

Track the Cake From Delivery to Leftovers

The cake needs a receiver, safe display or storage, a cutting plan, serviceware, packaging, and a final destination.

Cake step	Owner	Time	Location	Confirmed?
Delivery / arrival				
Receiver				
Display setup				
Refrigeration / storage, if needed				
Cutting / service				
Box remaining cake				
Top-tier handoff				
Final destination				

CAKE TOOLS / SERVICEWARE

Knife, server, plates, forks, box, and container owner: _____

Create a Personal Decor and Heirloom Inventory

Personal items are easy to install and easy to lose. Give every item an arrival owner and a departure owner.

Item	Brought by	Setup owner	Display location	Breakdown owner	Goes home with	Final destination
Photos / frames						
Heirloom						
Guest book						
Card box						
Custom signage						
Cake knife / flutes						
Memorial item						
Other						

Build a Gift and Card Security Plan

The gift and card area needs a named, sober owner and a deliberate end-of-night transfer.

Security step	Owner	Time	Location / vehicle	Confirmed?
Set up gift / card area				
Monitor / check periodically				
Secure envelopes / cards				
Move items after reception				
Load into vehicle				
Receive at final destination				

SECURITY DETAILS

Locked box / secure container? [] Yes [] No

Vehicle / driver: _____

Final destination that night: _____

Coordinate Vendor and Helper Arrivals

Arrival time only matters when someone grants access, knows the task, and can verify the required finish time.

Vendor / helper	Arrival	Access contact	Task	Finish by	Dependency

ACCESS OWNER

Who can solve a locked-door, loading, parking, elevator, or venue-access problem? _____

Plan Where Boxes, Bags, and Packaging Live

Temporary storage prevents personal belongings, vendor cases, and packaging from becoming clutter or disappearing before breakdown.

Item / category	Storage location	Access allowed to	Needed again when?	Removal owner	Confirmed?
Personal bags					
Decor boxes					
Vendor cases / equipment					
Floral transport materials					
Cake / dessert packaging					
Rental packaging					
Gifts / cards after collection					
Other					

Run Breakdown in a Deliberate Order

The last dance should trigger a sequence, not a scramble. Protect valuables first, then clear personal items, vendors, rentals, and venue areas.

Order / action	Owner	Start trigger	Final destination / result	Complete?
1 Secure gifts / cards				
2 Secure legal / personal valuables				
3 Collect couple belongings				
4 Remove personal decor				
5 Handle floral disposition				
6 Box cake / leftovers				
7 Vendor teardown				
8 Consolidate rentals / pickup				
9 Complete venue cleanup				
10 Final venue walkthrough				

Track Rental and Borrowed-Item Returns

Rented and borrowed items remain active responsibilities until pickup or confirmed return - often after the wedding day.

Item	Company / person	Pickup / return date	Method	Deposit / damage check	Responsible person

POST-WEDDING RETURN OWNER

Who remains responsible the next morning or next business day? _____

End-of-Night Vehicle Plan and Empty-Venue Check

'Take it home' is not a logistics plan. Assign the vehicle, driver, destination, and person who unloads afterward.

Vehicle / driver	Items loaded	Destination	Who unloads?	Confirmed?

FINAL EMPTY-VENUE CHECK

- ☐ Gifts / cards removed
- ☐ Personal decor removed
- ☐ Rental count / pickup confirmed
- ☐ Cake / leftovers resolved
- ☐ Bathrooms / side rooms checked
- ☐ Venue keys / access returned
- ☐ Marriage documents / valuables secured
- ☐ Phones / bags / clothing collected
- ☐ Florals resolved
- ☐ Dressing rooms checked
- ☐ Loading area checked
- ☐ Final walkthrough complete

[] VENUE CLEAR [] OPEN ITEM REMAINS

NOTES & LOOSE ENDS

Setup, Breakdown & Handoff Notes

Use this page for access changes, missing owners, rental follow-ups, vehicle assignments, storage details, return deadlines, and end-of-night items that still need a destination.