COMPANION TO THE WEDDING DAY PLANNER VAULT

Rehearsal & Day-Of Coordinator Pack

~ hand this pack to your coordinator — and let go ~

The Wedding Runs Itself When Someone Holds This Pack

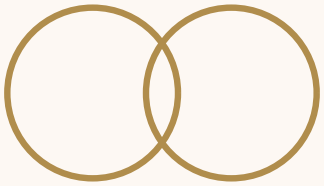
Minute-by-minute wedding day timeline (15-30 minute blocks)

Vendor call sheet & day-of contact tree

Packing checklists for the whole wedding party

Rehearsal & rehearsal dinner planner

Coordinator handover checklists & sign-off pages



PRINTABLE • US LETTER • FOR THE PERSON RUNNING THE DAY

Product code: PP-WEDDINGVAULT-BUMP-01

Puzzle Pout Talon

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Product code: PP-WEDDINGVAULT-BUMP-01 — Rehearsal & Day-Of Coordinator Pack,

What you MAY do with this planner:

• Use it to coordinate your own wedding, and print the pages as many
• times as you need for that wedding.
• If you are a small, independent wedding planner or coordinator, you may
• use a printed copy with your own clients as part of your service.

What you may NOT do:

• Share, resell, or give away the digital PDF file itself.
• Upload the file to any website, marketplace, or file-sharing service.
• Sell or distribute printed copies of this pack as a standalone product.
• Claim this pack as your own original work.

Questions or support: puzzle-pout-talon@duck.com

Every couple, venue and celebration is different. Use the pages that fit your day, skip the ones that do not, and adapt the timings and checklists to your own venue's rules and your suppliers' advice.

START HERE

How This Pack Works

This pack belongs to one person on the wedding day: the coordinator. It is not the couple's job any more.

- The couple complete pages 36-40 (handover) with the coordinator before the wedding — at the rehearsal is the perfect moment.
- The coordinator carries pages 4-11 (the day, in 15-30 minute blocks) plus the call sheet at all times.
- Times in this pack are a proven skeleton for a 2 p.m. ceremony. Cross out and rewrite in the couple's real times in pencil at the handover meeting.
- Every checklist ends with a name. A task without a name does not happen.
- At close-down, the coordinator completes the sign-off page and returns this pack to the couple with the keys, cards and leftovers list.

Key facts	Details
Coordinator name	
Coordinator phone	
Couple's names	
Wedding date	
Ceremony venue & time	
Reception venue	

Wedding Morning — Getting Ready (06:00 – 09:30)

Times are the skeleton for a 2 p.m. ceremony — rewrite in pencil with your real times. Tick each block as it lands.

Time	What happens	Done
06:00	Coordinator arrives at getting-ready venue; checks rooms, power, water	☐
06:30	Breakfast delivered / eaten by the wedding party — coordinator confirms	☐
07:00	Hair & makeup team set up; running order posted on the wall	☐
07:30	Photographer arrives; detail items gathered in one place for flat-lays	☐
08:00	Florist delivery window opens; coordinator checks bouquets on arrival	☐
08:30	Attendants begin dressing in agreed order	☐
09:00	Couple's outfits on; final touch-ups; rings photographed, then to their keeper	☐

Deviations & notes (what actually happened, and when):

Late Morning — Final Preparations (09:30 – 12:00)

Times are the skeleton for a 2 p.m. ceremony — rewrite in pencil with your real times. Tick each block as it lands.

Time	What happens	Done
09:30	Cars confirmed by phone — drivers have addresses and order of travel	☐
10:00	Ceremony venue check: chairs, music, readings, reserved signs in place	☐
10:30	Buttonholes distributed and pinned by coordinator (spares in kit)	☐
11:00	Wedding party group photographs at getting-ready venue, if planned	☐
11:15	Emergency kit, water and snacks loaded into the lead car	☐
11:30	First travel group leaves (allow the spare 15 minutes)	☐
11:45	Coordinator sweeps rooms: nothing and nobody left behind	☐

Deviations & notes (what actually happened, and when):

Ceremony Build-Up (12:00 – 14:00)

Times are the skeleton for a 2 p.m. ceremony — rewrite in pencil with your real times. Tick each block as it lands.

Time	What happens	Done
12:00	Coordinator at ceremony venue; final walk-through with venue team	☐
12:15	Musicians in place and sound-checked; cue sheet handed over	☐
12:30	Officiant arrives; paperwork and rings confirmed present	☐
12:45	Ushers briefed: seating plan, reserved rows, confetti spot	☐
13:00	Doors open; guest seating music begins	☐
13:30	Wedding party assembled in the agreed holding area	☐
13:50	Phones-on-silent announcement; coordinator takes position at the door	☐

Deviations & notes (what actually happened, and when):

The Ceremony (14:00 – 15:00)

Times are the skeleton for a 2 p.m. ceremony — rewrite in pencil with your real times. Tick each block as it lands.

Time	What happens	Done
14:00	Processional — coordinator cues music and each entrance	☐
14:05	Ceremony begins; coordinator watches timings and the signing table	☐
14:25	Readings — coordinator has ushered each reader to their seat copy	☐
14:35	Vows and ring exchange	☐
14:45	Signing — witnesses guided forward; music covers the pause	☐
14:55	Recessional on cue; confetti line formed outside	☐
15:00	Couple exit; coordinator directs guests to drinks / photo spots	☐

Deviations & notes (what actually happened, and when):

Photographs & Drinks Reception (15:00 – 17:30)

Times are the skeleton for a 2 p.m. ceremony — rewrite in pencil with your real times. Tick each block as it lands.

Time	What happens	Done
15:00	Confetti and whole-group photograph	☐
15:15	Drinks and canapes served; group-photo wrangler starts the list	☐
15:20	Family groups in agreed order — coordinator gathers, photographer shoots	☐
16:00	Wedding party groups; couple portraits begin	☐
16:30	Couple portraits (coordinator carries water, bouquet and touch-up kit)	☐
17:00	Room reveal: coordinator checks tables against the seating plan	☐
17:15	Guests called to seats — allow a full 15 minutes	☐

Deviations & notes (what actually happened, and when):

Reception & Speeches (17:30 – 20:00)

Times are the skeleton for a 2 p.m. ceremony — rewrite in pencil with your real times. Tick each block as it lands.

Time	What happens	Done
17:30	Couple announced in; guests seated	☐
17:40	Speeches in agreed order (or as the venue runs them — note the plan)	☐
18:15	Meal service begins; coordinator confirms allergy plates by name	☐
19:00	Coordinator eats (yes — schedule it) and checks evening suppliers	☐
19:15	Cake moved into position; knife, plates and cue song ready	☐
19:30	Dessert and coffee; evening room / dance floor changeover begins	☐
19:50	Band / DJ sound-check complete before guests enter the party room	☐

Deviations & notes (what actually happened, and when):

Evening Party (20:00 – 23:00)

Times are the skeleton for a 2 p.m. ceremony — rewrite in pencil with your real times. Tick each block as it lands.

Time	What happens	Done
20:00	Evening guests welcomed; guest book and card box watched	☐
20:15	First dance — photographer and videographer in position	☐
20:30	Party in full swing; coordinator floats and fixes quietly	☐
21:30	Evening food announced and served	☐
22:00	Cards and gifts moved to the locked room / named car by coordinator	☐
22:30	Last-song warning to the couple; send-off items ready if planned	☐
22:50	Final dance and goodnights; taxis called for guests who asked	☐

Deviations & notes (what actually happened, and when):

Close-Down & The Morning After (23:00 +)

Times are the skeleton for a 2 p.m. ceremony — rewrite in pencil with your real times. Tick each block as it lands.

Time	What happens	Done
23:00	Music off at licence time; lights up gently	☐
23:05	Couple depart (or retire) — coordinator confirms their car and bags	☐
23:15	Clear-down: decor, cards, cake and leftovers to the named collectors	☐
23:30	Supplier sign-offs: any balances handed over are receipted here	☐
23:45	Venue walk-through with the venue team; note anything left behind	☐
Next morning	Remaining items collected by the named person before the venue deadline	☐
Next morning	Coordinator returns this pack, keys and leftovers list to the couple	☐

Deviations & notes (what actually happened, and when):

Vendor Call Sheet — Sheet 1

Call in this order on the morning: venue, caterer, florist, photo/video, music, cake, cars.

Vendor	Contact	Phone	Due	Confirmed?

Called = you have spoken to a human today. A voicemail is not a confirmation — note the time and call again.

Vendor Call Sheet — Sheet 2

Call in this order on the morning: venue, caterer, florist, photo/video, music, cake, cars.

Vendor	Contact	Phone	Due	Confirmed?

Called = you have spoken to a human today. A voicemail is not a confirmation — note the time and call again.

VENDOR CALL SHEET

The Morning Call Round — Script

Five short calls prevent most wedding-day surprises. Work down the list before 9 a.m.

- [ ] Venue: doors open at the agreed time? Who is the duty manager today, direct number?
- [ ] Caterer: final numbers and allergy names re-read aloud and confirmed?
- [ ] Florist: delivery time and where flowers should be left?
- [ ] Photographer / videographer: arrival time and first location confirmed?
- [ ] Band / DJ: arrival, set-up window and the curfew time re-confirmed?
- [ ] Cake: delivery window and who assembles / dresses the cake?
- [ ] Cars: drivers have both addresses, the order of cars and the return plan?
- [ ] Officiant: arrival time; paperwork and rings confirmed?
- [ ] Hair & makeup: running order and the must-finish time?
- [ ] Every supplier has the coordinator's number — not the couple's.

VENDOR CALL SHEET

Contact Tree — If Something Goes Wrong

One page for the wall of the getting-ready room and the coordinator's pocket.

1st call — coordinator: _____

2nd call — venue duty manager: _____

3rd call — best man / woman: _____

Nearest taxi company: _____

Nearest pharmacy: _____

Nearest hospital / urgent care: _____

Couple's emergency family contact: _____

Out-of-hours venue number: _____

EMERGENCY CONTACTS

Emergency Directory — Sheet 1

Names and numbers for the people who can fix things. Complete at the handover meeting.

Role / name	Phone	Notes

EMERGENCY CONTACTS

Emergency Directory — Sheet 2

Names and numbers for the people who can fix things. Complete at the handover meeting.

Role / name	Phone	Notes

Packing Checklist — The Couple (Partner One)

Pack by box, label every box, and tick items as they go in — not as they are bought.

- [ ] Outfit, hung in its garment bag
- [ ] Shoes (broken in)
- [ ] Undergarments and spare hosiery
- [ ] Jewellery and hair accessories
- [ ] Vows card and speech copy
- [ ] Perfume / scent
- [ ] Touch-up makeup kit
- [ ] Something old / new / borrowed / blue — if you are keeping the tradition
- [ ] Evening outfit or layer, if changing
- [ ] Overnight bag packed separately
- [ ] Phone charger
- [ ] Any medication

Packing Checklist — The Couple (Partner Two)

Pack by box, label every box, and tick items as they go in — not as they are bought.

- [ ] Outfit, hung in its garment bag
- [ ] Shoes (polished, broken in)
- [ ] Shirt, cufflinks, tie / accessories
- [ ] Spare shirt — photographs and dancing are warm work
- [ ] Vows card and speech copy
- [ ] Rings — or confirmed with their keeper, in writing
- [ ] Aftershave / scent
- [ ] Comb and touch-up basics
- [ ] Evening layer, if changing
- [ ] Overnight bag packed separately
- [ ] Phone charger
- [ ] Any medication

Packing Checklist — Attendants

Pack by box, label every box, and tick items as they go in — not as they are bought.

- [ ] Outfits, all in garment bags with names on
- [ ] Shoes for every attendant
- [ ] Accessories and jewellery as agreed
- [ ] Hair and makeup basics for touch-ups
- [ ] Spare tights / socks
- [ ] Safety pins and fashion tape (second set)
- [ ] Breath mints and tissues
- [ ] Flat shoes for dancing
- [ ] Phone chargers
- [ ] A named bag per person — nothing loose in cars

Packing Checklist — Rings, Flowers & Ceremony Items

Pack by box, label every box, and tick items as they go in — not as they are bought.

- [ ] Rings in their box, with the named keeper
- [ ] Bouquets (collected / delivered — time noted)
- [ ] Buttonholes with pins, plus two spares
- [ ] Corsages with pins or magnets
- [ ] Readings — printed copies for every reader, plus spares
- [ ] Orders of service
- [ ] Confetti for the agreed spot
- [ ] Reserved signs and aisle decor
- [ ] Unity / symbolic items, if any
- [ ] Marriage paperwork for the officiant

Packing Checklist — Getting-Ready Room

Pack by box, label every box, and tick items as they go in — not as they are bought.

- [ ] Breakfast items and water — plenty of both
- [ ] Straws (makeup survives straws)
- [ ] Champagne / juice for the toast photograph
- [ ] Speaker for the getting-ready playlist
- [ ] Steamer for outfits and veils
- [ ] Full-length mirror check — who brings it if the room lacks one?
- [ ] Hangers that match for photographs
- [ ] Scissors, tape, pins (getting-ready set)
- [ ] Rubbish bag — tidy rooms photograph better
- [ ] This pack, printed, plus pens

Packing Checklist — Reception & Signage Box

Pack by box, label every box, and tick items as they go in — not as they are bought.

- [ ] Welcome sign and easel
- [ ] Seating plan display
- [ ] Table numbers
- [ ] Place cards (alphabetical, banded by table)
- [ ] Menus and table stationery
- [ ] Guest book, pens (tested) and sign
- [ ] Card box
- [ ] Cake knife and stand, if supplying your own
- [ ] Favours, if they are not pre-set by the venue
- [ ] Photo displays / memory table items
- [ ] Spare candles and batteries for lights
- [ ] Labels on every box: which room, which table

Packing Checklist — Car & Overnight Bags

Pack by box, label every box, and tick items as they go in — not as they are bought.

- [ ] Lead car: emergency kit, water, snacks
- [ ] Lead car: this pack and the contact sheet
- [ ] Overnight bags in the right car — checked twice
- [ ] Wedding-night room key / check-in done in advance if possible
- [ ] Next-morning clothes and shoes
- [ ] Toiletries and makeup remover
- [ ] Phone chargers in the overnight bag, not the venue box
- [ ] Any medication for the night and morning
- [ ] Breakfast plan for the morning after
- [ ] Car home for gifts and cards arranged (named driver)

Packing — Master Load List

Where every box and bag travels. If it is not on this page, it is not in a car.

Box / bag	Travels in (car & driver)	Goes to (room / place)

REHEARSAL

Rehearsal at a Glance

Usually the day or evening before. Short, calm and finished with food — that is the whole formula.

Rehearsal date & time: _____

Venue / location: _____

Run by (officiant / coordinator): _____

Who must attend: _____

Who is invited but optional: _____

Length planned: _____

Afterwards — rehearsal dinner at: _____

Transport between the two: _____

REHEARSAL

Ceremony Rehearsal — Run-Through Checklist

Walk it at real speed, twice. Awkward is what rehearsals are for.

- [ ] Positions marked: where the couple stand, where attendants stand and sit
- [ ] Processional order practised, with the actual music or a phone playing it
- [ ] Pace agreed: slow enough for photographs, fast enough to feel natural
- [ ] Who walks with whom, and who stands where at the front
- [ ] Readings: readers know their spot and have seen their copies
- [ ] Ring exchange practised — which hand, which finger, what if it sticks (smile, breathe, push gently)
- [ ] Signing positions and witnesses rehearsed
- [ ] Recessional order and where the couple go straight afterwards
- [ ] Children know their job and have practised it once, happily
- [ ] Everyone knows arrival times and places for the real day

REHEARSAL DINNER

Rehearsal Dinner Planner

The thank-you dinner for the people who made the wedding possible. Host it simply and finish early.

Hosted by: _____

Venue / restaurant: _____

Date & time: _____

Guest count: _____

Menu style: _____

Drinks plan: _____

Speeches / toasts planned: _____

Gifts for the wedding party given here? _____

Finish by (early night!): _____

Cars / taxis afterwards: _____

Rehearsal Dinner — Guest List & Seating

Traditionally: wedding party, their partners, immediate family, and out-of-town guests if space allows.

Guest	Seat / table	Dietary notes

REHEARSAL DINNER

Rehearsal Dinner — Menu & Running Order

Agree the running order with the restaurant so toasts land between courses, not over clearing plates.

Moment	Time	Notes
Guests arrive & drinks		
Welcome by the host		
Starter course		
Toast 1		
Main course		
Toast 2 / gifts to the wedding party		
Dessert & coffee		
Couple's thank-you words		
Close & early goodnights		

REHEARSAL

Rehearsal Day — Payments, Envelopes & Gifts

Everything that changes hands around the wedding, prepared tonight — never on the morning.

- [ ] Labelled envelopes: supplier balances and tips, named and sealed
- [ ] Envelopes handed to the coordinator with the master list
- [ ] Gifts for attendants and parents wrapped and labelled
- [ ] Thank-you cards for the rehearsal dinner host, written
- [ ] Rings, vows and paperwork in their agreed overnight places
- [ ] Outfits hung ready; cars fuelled or charged
- [ ] Phones charging; alarms set with a buffer
- [ ] Early night agreed by everyone — and kept

Rehearsal — Final Briefing Notes

What the coordinator confirms out loud before everyone goes to bed.

- [ ] Tomorrow's first three timings, read aloud
- [ ] Who travels in which car, read aloud
- [ ] The one thing most likely to go wrong — and its fix
- [ ] The couple's phones go to named keepers during the ceremony
- [ ] Everyone knows the coordinator holds this pack and makes the small decisions

Anything else the coordinator must know:

Rehearsal Dinner — Notes & Toasts

Space for the host's welcome words and the couple's thank-yous. Short is warm.

Handover — The Couple's Brief

The couple complete this page. It is the only wedding homework left.

The three moments we care about most: _____

The one thing we are worried about: _____

Family sensitivities to handle gently: _____

Guests needing extra care: _____

Surprises planned (song, guest, gift): _____

Do NOT bother us about: _____

Bother us only if: _____

Where we will be at midnight: _____

Handover Checklist — Couple to Coordinator

Tick together at the rehearsal. When every box is ticked, the wedding belongs to the coordinator.

- [ ] This pack, printed, with real times written in
- [ ] Final guest list and seating plan (final versions)
- [ ] Supplier contracts — key pages only
- [ ] Labelled payment envelopes and the master payment list
- [ ] Emergency kit handed over and its location agreed
- [ ] Venue boxes delivered or delivery plan agreed
- [ ] Rings' keeper named; vows and speeches located
- [ ] Cars and drivers confirmed with the coordinator directly
- [ ] The couple's phones plan: who holds them, when they come back
- [ ] End-of-night plan: who takes cards, gifts, cake and decor

Handover — Vendor & Venue Sign-Off

As each supplier finishes, they check in with the coordinator before leaving. Signature or initials, and the time.

Supplier	Finished & checked	Balance handed over?	Time

End-of-Night Handover — Nothing Gets Left

The last page the coordinator works. Everything on it has a named destination.

- [ ] Cards and gift table contents — counted into the named car / locked room
- [ ] Guest book and pens collected
- [ ] Cake: top tier and leftovers boxed to the named person
- [ ] Decor and signage collected or knowingly left for morning pick-up
- [ ] Flowers: bouquets to the couple; arrangements offered to guests or collected
- [ ] Hired items gathered in one place for collection
- [ ] Lost property gathered and listed below
- [ ] Venue walk-through done with the venue team; rooms left as agreed
- [ ] This pack, keys and the leftovers list handed to the couple (or their named person)

Lost property found:

Sign-Off — The Day Is Done

Sign it, hand the pack over, and go home proud. You held the day so two people could simply live it.

Coordinator (name & signature): _____

Date & time of handover: _____

Pack returned to: _____

Keys / items returned with the pack: _____

Anything outstanding: _____

One thing that went beautifully: _____

A GENTLE NOTE

Coordinators: if the day ran well, nobody noticed you. That invisible smoothness is the whole craft — this signature is where it gets noticed, once.

NOTES

Coordinator's Notes

Running fixes, moved timings and the story of the day, as it actually happened.

Keep Going!

Loved planning with this book? Here is what to do next:

1) Claim your FREE mini gift pack

A complete mini whodunit case, free on our hub gift page — new free packs land there first.

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3) Everything else lives on our official hub

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Support, any time: puzzle-pout-talon@duck.com

Thank you for planning with us — have a wonderful wedding day!