

Planning Checklist .. Wedding Day Task Assignments

Task	Name	Phone
Holding Wedding Rings		
Wedding Gown		
Gifts on Table		
Guest Book Table		
Securing Gift Cards to Gifts		
Paying Officiant		
Transportation		
Flowers		
Aisle Runner		
Distributing Flowers (Boutonnieres, Corsages)		
Delivering Bouquet to floral preservation		
Placement of bridal portrait		
Lighting candles prior to ceremony		
Transportation of gifts from Reception		
Decorations on getaway vehicle		
Toast & Announcing couple		
Food & catering		
Beverages, Bartenders		
Cake knife and cutting		
Cake toast		
Reception Decorations		
Hotel Room accommodations		
Bringing marriage license		
Send off toast		