

# DESTINATION SANTA BARBARA

[www.DestinationSantaBarbara.com](http://www.DestinationSantaBarbara.com) - Phone: (805) 689 5463  
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## Wedding Day Coordination Tasks

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**Work to start 1 month prior to the wedding.** All elements are in place, provided by DSB, or by the Bride (and family).

### Coordination Tasks – prior to wedding day:

- Create contact list of all vendors.
- Contact vendors 7 days before to confirm arrival times and cover any last minute details or questions.
- Provide list of wedding party to DJ /MC for introductions.
- Create Master Timeline to include special photography notes, toasts and songs.
- Provide & review Master Timeline with DJ, caterer, photographer.

### Wedding day: Reception Only:

- Accept rentals at venue.
- Coordinate & assist all vendors as they arrive.
- Communicate any changes in timeline to caterer & DJ.
- Ensure that guest tables are properly set including;
  - Escort (seating) cards
  - Guest favors
  - Centerpieces
- Check cake table.
- Ensure cocktails and hors d'oeuvres are ready to greet guests before they arrive.
- Supervise placement of any flower arrangements from ceremony to reception site (if applicable).
- Assist guests in seating.
- Ensure that gifts are secure and guest book is available.
- Queue up wedding party for introduction.
- Time and orchestrate Grand Entrance of wedding party to reception.
- Assist bride and groom as necessary in getting their meal.
- Make sure that all vendors are fed.
- Ensure toast, first dance, cake cutting, etc. are all orchestrated per timeline.
- Ensure payments to vendors (if required).
- Assure gifts are taken from reception site by appointed guest.

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