



Down The Aisle
WEDDING SPECIALISTS



Down The Aisle

WEDDING SPECIALISTS

LOVE NOTES

DEDICATED TO MY SWEET SWEET SB
I LOVE YOU MORE THAN YOU'LL EVER KNOW

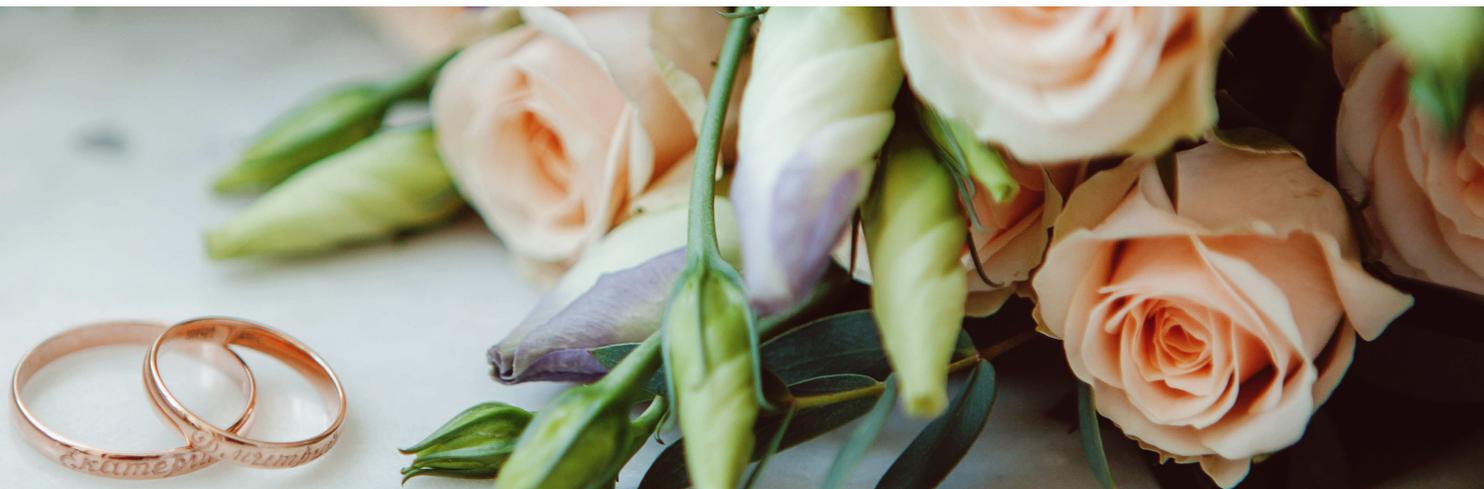


STEP ELEVEN | WEDDING DAY COORDINATION

We want our wedding day to run smoothly. We want it to flow effortlessly, without any hiccups, and most importantly we want it all to come together without having to micromanage each and every single detail.

This is the part where we shamelessly promote the value of an wedding coordinator because the hard and fast truth is that someone needs to run point guard on the big day. Remember in the world of wedding planning you can either invest the time or the money to have something done and working with a professional will guarantee that you and your loved ones are free to enjoy each and every beautiful moment on your wedding day.

There are of course many couples who get married without a wedding coordinator. This is absolutely possible if you have family or friends that you can lean on to help you. The key is that you need to effectively communicate what needs to be done and how you want to see it executed. It is paramount that we are clear and concise with our direction and this is best achieved using pictures, checklists and schedules as reference material. A professional wedding coordinator wears a number of different hats and for this section we have taken a page out of our own Day of Coordination playbook to help illustrate all the roles and responsibilities you will need to delegate on your wedding day.





FLORAL DELIVERY

Someone needs to coordinate floral, whether this means a physical pick up or liaising with the florist on site. Flowers are very delicate and need a constant water source + proper storage. Picking them up the night prior may result in damage or wilting so this task needs to happen the day of.

WEDDING CAKE + SPECIALTY DESSERTS

Who is looking after the wedding cake? If the cake is coming from an outside source the delivery and storage needs to be sorted out - butter cream frosting at room temperature could be a disaster.

SET UP / TAKE DOWN

This is a big one and will likely require a few hands. Who is setting up the ceremony + reception space and who will take it all down at the end of the night? Flipping chairs and decor between spaces? Again who is managing this while ensuring the floor plan is correct and that the programs are placed on the tables? Don't forget about A/V equipment, soundchecks and most importantly, who is manning the music?

VENDOR LIAISON

Vendors will arrive a few hours before ceremony start time and someone needs to liaise with them on set up + assist with any requirements that they may have. This is also the time for overall quality assurance to ensure all vendors are accounted for, on time and that nothing is missing.

GUEST SEATING

Appointing ushers is a great way to help with guest seating at the ceremony. You may also want these same individuals to help out at the reception, especially if the plan is to go straight into cocktails. Guest can get lost mingling and may need a little 'push' to move them on to dinner.

WEDDING PROCESSION + MUSIC

This was likely sorted out (and practiced) at the rehearsal ceremony but as it is a critical function, we definitely want to make sure someone is looking after the wedding party and the music. They will be the one to cue the group when it is time to get married and ensure that everyone is in the right order. If the plan is to keep the bride hidden then they will need to ensure they are stealthy and organized so as not to spoil the unveiling. Lastly, they will need to make sure the music is queued up and ready to go.

THE PHOTO WRANGLER

We want our family photography session to be efficient and most importantly we don't want to miss anyone. We recommend appointing a photo wrangler from each side of the family. These incredible people will be the keeper of the photo list and responsible for ensuring that the family members know when and where pictures are happening ... especially if Aunt Sue gets chatting and we need to rope her in.

GIFT TABLE + CARD BOX

Be sure to assign someone to look after your gift table. All these generous gifts will need to be packaged up and loaded into your vehicle and/or dropped off at a set location. Couples who have elected to go with a card box will definitely want someone to physically take it to a safe location before dinner begins.

MASTER OF CEREMONIES

Is it time for speeches? What order will dinner be served? Are we going straight into dancing or is it time to cut the cake? Someone needs to play host on your wedding day and you have likely appointed a charming, charismatic individual for this role. They are also the 'timekeepers' so ensure you choose someone who is equally organized and in tune with your event timeline. Our MC is probably our most important helper, in fact this may be that someone who can oversee the wedding day on your behalf.

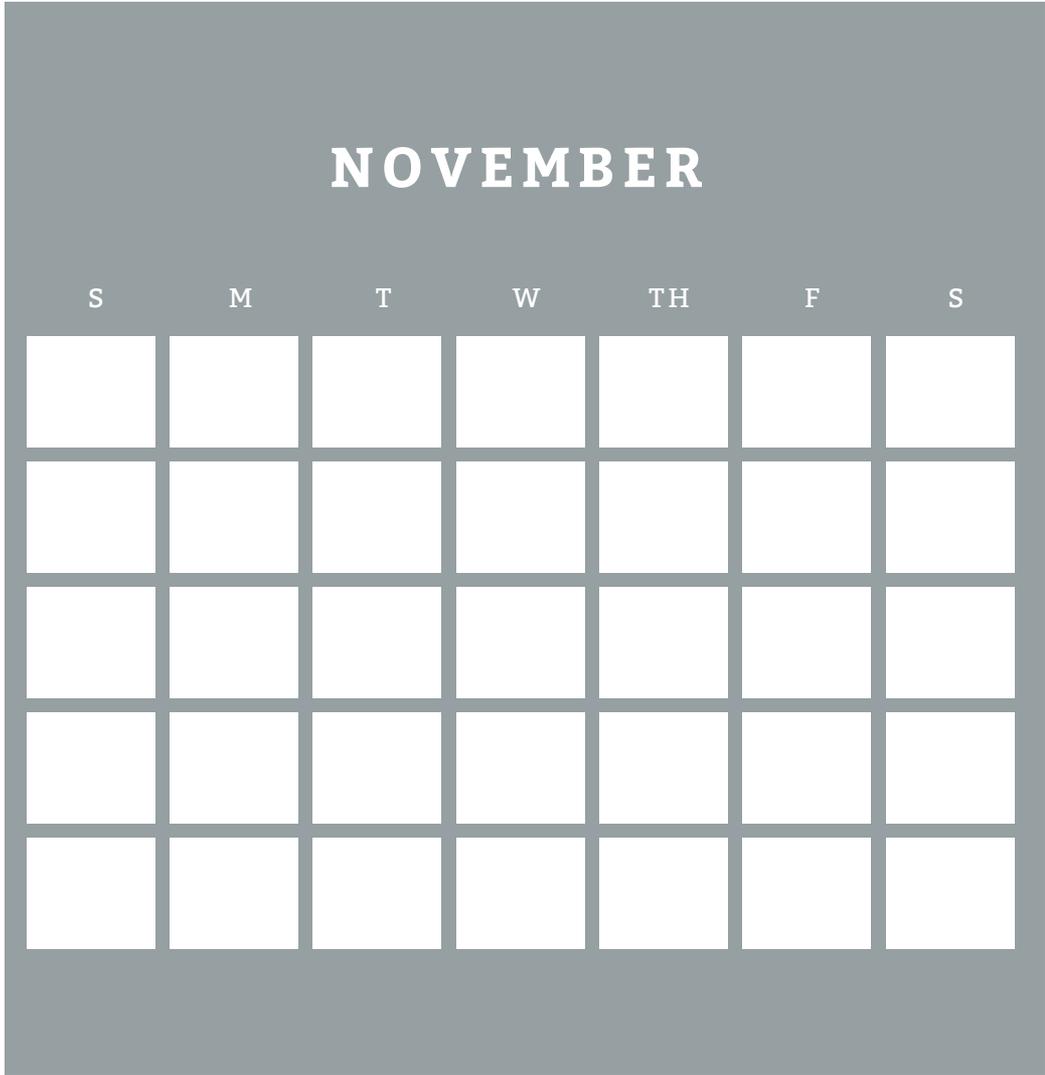
DOWN THE AISLE LIBRARY RESOURCES

- The Wedding Day Binder - The Critical Info you Need to Prepare Before the Big Day
- Template for Vendor Contact Sheet + Primary Wedding Party Contacts
- Common Wedding Day Issues and their Respective Mitigation Strategies

WEDDING PLANNING

NOTES + TAKE AWAYS

-
-
-
-
-



You are my today and all of my tomorrows. - LEO CHRISTOPHER

WEDDING PLANNING

IMPORTANT DATES + PRIORITIES

-
-
-
-
-

WEDDING PLANNING

IMPORTANT DATES + PRIORITIES

-
-
-
-
-



Down The Aisle

WEDDING SPECIALISTS

Thank
you

WE ARE GRATEFUL AND HONORED
TO BE A PART OF YOUR WEDDING PLANNING



LEARN MORE ABOUT US

Down the Aisle YYC

www.downtheaisleyyc.com

Follow us on Instagram @downtheaisleyyc



Down The Aisle

WEDDING SPECIALISTS