

Wedding Coordinator Checklist

Things to note	Checked <input checked="" type="checkbox"/>
Wedding Rehearsal:	
<i>Go through wedding procedures:</i>	
- <i>Walk-in: Fathers on the left, Bride on the right. The veil must come down.</i>	
- <i>Marriage vows: Groom and bride hold each other's hands when saying the vow</i>	
- <i>Ring vows: The groom is to hold the ring and insert it partially onto Bride's ring finger on her left hand while reciting vows, and puts it in completely after completing the vows (likewise for the bride while reciting her vows)</i>	
- <i>Walk-in (2nd) time: Veil should be lifted</i>	
For Officiating Minister and Exhortation Speaker:	
Do not involve them for wedding rehearsal	
Do call them to remind him/her of the time of arrival on the day of the wedding matrimony.	
- Not to make the solemniser/preacher come earlier than 15 min before the actual start of the ceremony	
To brief the solemniser/speakers on the handover of the mic, and service flow.	
You are not obliged to invite the solemniser to your wedding reception.	
Reserve a car parking lot for the officiating minister/speaker	
Arrange for someone to host them (if they are not our church pastor/leader)	
Give them a bottle of water at the service	
Ensure they are well-taken care of E.g. reserving a place for them at the wedding venue	
Do include your appreciation to the solemniser and speaker when you make your "Thank you" speeches.	
Love Offering:	
Decided by the couple for officiating minister/ exhortation minister (range from \$150-250).	
Ask the bride/bridegroom to give the honorarium in person to the solemniser/speaker instead of delegating it to the coordinator.	