Questions to Ask Your Wedding Coordinator

About Staffing

Use this worksheet during your consultation. Write down who handles each responsibility.

01 How many people will be on your team on our wedding day?

Notes

02 Does the number of assistants change based on guest count or complexity?

Notes

03 Who will receive vendors if you are with us at the ceremony?

Notes

04 Is personal décor setup included?

Notes

05 What types of setup are NOT included?

Notes

06 Who performs physical setup work?

Notes

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07 Is room flipping included?

Notes

08 Who handles breakdown at the end of the night?

Notes

09 How many team members stay through breakdown?

Notes

10 If we add more décor or responsibilities, would additional staff be needed?

Notes

11 Who should vendors call if they cannot reach you?

Notes

12 What happens if several problems occur at the same time?

Notes

Our Coordination Team

Main Coordinator: _____

Assistant #1: _____

Assistant #2: _____

Venue Contact: _____

Vendor Emergency Contact: _____

If the main coordinator is busy with us, who is responsible for everything happening somewhere else?