THE ENCHANTED ATRIUM

Wedding-Day Responsibility Planner

Before Guests Arrive

Couple: _____ Wedding date: _____ Updated: _____

Assign each task, verify scope with the provider, and share the finished plan with your team.

Never write “someone will do it.” Write the name of the person or company responsible.

Task	Person/Company Responsible	Included in Contract?	Staff Needed	Confirmed
Unlock venue / provide access				☐
Receive and direct vendors				☐
Set up tables, chairs and linens				☐
Place decor, signage and guest book				☐
Check restrooms and guest areas				☐
Confirm setup is complete				☐
				☐
				☐

Contract: Yes / No / N/A / To confirm. Staff: number and role(s). Check Confirmed only after agreement.

Section lead + phone: _____ Backup + phone: _____

Timing / handoffs / contract notes: _____

THE ENCHANTED ATRIUM

Wedding-Day Responsibility Planner

Ceremony

Couple: _____ Wedding date: _____ Updated: _____

Assign each task, verify scope with the provider, and share the finished plan with your team.

Never write “someone will do it.” Write the name of the person or company responsible.

Task	Person/Company Responsible	Included in Contract?	Staff Needed	Confirmed
Set up ceremony seating				☐
Test microphones and ceremony music				☐
Organize processional lineup				☐
Cue entrances and ceremony music				☐
Guide guests to seats				☐
Move ceremony items after service				☐
				☐
				☐

Contract: Yes / No / N/A / To confirm. Staff: number and role(s). Check Confirmed only after agreement.

Section lead + phone: _____ Backup + phone: _____

Timing / handoffs / contract notes: _____

THE ENCHANTED ATRIUM

Wedding-Day Responsibility Planner

Cocktail Hour

Couple: _____ Wedding date: _____ Updated: _____

Assign each task, verify scope with the provider, and share the finished plan with your team.

Never write “someone will do it.” Write the name of the person or company responsible.

Task	Person/Company Responsible	Included in Contract?	Staff Needed	Confirmed
Direct guests to cocktail area				☐
Serve drinks and appetizers				☐
Clear used glasses and plates				☐
Manage guest questions				☐
Coordinate family photo gathering				☐
Prepare reception room for entry				☐
				☐
				☐

Contract: Yes / No / N/A / To confirm. Staff: number and role(s). Check Confirmed only after agreement.

Section lead + phone: _____ Backup + phone: _____

Timing / handoffs / contract notes: _____

THE ENCHANTED ATRIUM

Wedding-Day Responsibility Planner

Reception

Couple: _____ Wedding date: _____ Updated: _____

Assign each task, verify scope with the provider, and share the finished plan with your team.

Never write “someone will do it.” Write the name of the person or company responsible.

Task	Person/Company Responsible	Included in Contract?	Staff Needed	Confirmed
Cue grand entrance				☐
Coordinate announcements and music				☐
Cue speeches and toasts				☐
Cue dances and special moments				☐
Coordinate cake cutting and service				☐
Track timeline and communicate changes				☐
				☐
				☐

Contract: Yes / No / N/A / To confirm. Staff: number and role(s). Check Confirmed only after agreement.

Section lead + phone: _____ Backup + phone: _____

Timing / handoffs / contract notes: _____

THE ENCHANTED ATRIUM

Wedding-Day Responsibility Planner

Food & Beverage

Couple: _____ Wedding date: _____ Updated: _____

Assign each task, verify scope with the provider, and share the finished plan with your team.

Never write “someone will do it.” Write the name of the person or company responsible.

Task	Person/Company Responsible	Included in Contract?	Staff Needed	Confirmed
Receive catering delivery				☐
Set up food service stations				☐
Provide servers and bartenders				☐
Replenish water, ice and supplies				☐
Coordinate dietary meal requests				☐
Clear tables and manage food cleanup				☐
				☐
				☐

Contract: Yes / No / N/A / To confirm. Staff: number and role(s). Check Confirmed only after agreement.

Section lead + phone: _____ Backup + phone: _____

Timing / handoffs / contract notes: _____

THE ENCHANTED ATRIUM

Wedding-Day Responsibility Planner

End of Night

Couple: _____ Wedding date: _____ Updated: _____

Assign each task, verify scope with the provider, and share the finished plan with your team.

Never write “someone will do it.” Write the name of the person or company responsible.

Task	Person/Company Responsible	Included in Contract?	Staff Needed	Confirmed
Pack personal decor and keepsakes				☐
Secure gifts and cards				☐
Remove trash and recycling				☐
Break down tables and chairs				☐
Coordinate vendor / rental pickups				☐
Complete final walkthrough and lockup				☐
				☐
				☐

Contract: Yes / No / N/A / To confirm. Staff: number and role(s). Check Confirmed only after agreement.

Section lead + phone: _____ Backup + phone: _____

Timing / handoffs / contract notes: _____

THE ENCHANTED ATRIUM

Wedding-Day Responsibility Planner

Emergencies/Unexpected Problems

Couple: _____ Wedding date: _____ Updated: _____

Assign each task, verify scope with the provider, and share the finished plan with your team.

Never write “someone will do it.” Write the name of the person or company responsible.

Task	Person/Company Responsible	Included in Contract?	Staff Needed	Confirmed
Name primary decision-maker				☐
Name backup if lead is unavailable				☐
Contact late or missing vendors				☐
Coordinate weather backup plan				☐
Handle equipment or power problems				☐
Route urgent guest issues to help				☐
				☐
				☐

Contract: Yes / No / N/A / To confirm. Staff: number and role(s). Check Confirmed only after agreement.

Section lead + phone: _____ Backup + phone: _____

Timing / handoffs / contract notes: _____