
Wedding Helpers

Purpose: Whether or not you hire out these positions to a coordinator or ask friends to help, you will still need to keep track of who is doing what and be clear on what their job is so that it does get done. Be careful hiring a wedding planner or coordinator and expect that they are going to do all these jobs - they might or they might not...for an extra fee. Start out on the right foot before you get to the wedding day. It doesn't hurt to just ask.

Directions: The last thing you want is to get to the wedding day and say "What? I thought YOU were taking care of this!?" Use this list of wedding day job tasks to double check all the tasks are getting done by someone, whether hired or a friend.

1. Use the **Tasks & Helpers** worksheet to list a name (or vendor) next to each task so you know who is helping with or in charge and who to get in contact with for questions before or on the day of the wedding.
2. Include anyone extra in the **Other** section at the end to add new tasks and jobs that aren't being hired out by other vendors.

Tasks & Helpers

Write down the name of the person who is in charge of each task.

Who is taking care of lunch on the wedding day?

Lunch for Bridesmaids _____

Lunch for Groomsmen _____

Lunch for Family _____

Who is helping the bride get ready?

Help Bride Get in Dress _____

Help Bride Get with Accessories _____

If you're not hiring transportation out to a limo/party bus/etc...

Bridesmaid Driver _____

Bridesmaid Driver _____

Groomsmen Driver _____

Groomsmen Driver _____

Who is helping with ceremony decor before/during the wedding?

Ceremony Decor Ideas _____

Ceremony Decor Designer _____

Ceremony Decor Set-up Coordinator _____

Ceremony Decor Set-up Help _____

Ceremony Decor Set-up Help _____

Ceremony Decor Set-up Help _____

Ceremony Decor Clean-up Coordinator _____

Ceremony Decor Clean-up Help _____

Ceremony Decor Clean-up Help _____

Ceremony Decor Clean-up Help _____

Who is helping with reception decor before/during the wedding?

Reception Decor Ideas _____

Reception Decor Designer _____

Reception Decor Set-up Coordinator _____

Reception Decor Set-up Help _____

Reception Decor Set-up Help _____

Reception Decor Set-up Help _____

Reception Decor Clean-up Coordinator _____

Reception Decor Clean-up Help _____

Reception Decor Clean-up Help _____

Reception Decor Clean-up Help _____

Who is in charge of communicating with the ceremony helpers?

Ceremony Vendor Point Person _____

Ceremony Usher _____

Ceremony Usher _____

Ceremony Usher _____

Ceremony Usher _____

Guestbook Attendant _____

Guestbook Attendant _____

Ceremony Program Attendant _____

Gift Table Attendant _____

Who is in charge of communicating with the reception helpers?

Reception Vendor Point Person _____

Bustle Bride Dress _____

Dinner Welcome/Blessing _____

Childcare _____

Childcare _____

Photo Booth Attendant *(if DIY)* _____

Load Gifts Into Car _____

In Charge of Vendor Tips _____

Other

Job/Task

Person
