

Wedding Event Coordination Worksheet

Basic Details

Couple's Names:

Wedding Date:

Day of Week:

Coordinator Name:

Venue Name:

Venue Address:

Start Time:

End Time:

Key Contacts

Role / Vendor	Name	Phone	Email
Photographer			
Videographer			
Caterer			
Florist			
Officiant			
DJ/Band			
Transportation			
Others			

Event Timeline

Time	Event	Notes

Special Instructions

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