

Rehearsal and Day-of Coordination Checklist

1. Rehearsal Planning

Setting a Date and Time

- Choose a Rehearsal Date:** Select a date and time that accommodates all key participants.
- Confirm Venue Availability:** Ensure the venue is available for your rehearsal at the selected time.
- Notify Participants:** Inform all participants of the rehearsal date, time, and location.

Creating a Rehearsal Schedule

- Outline the Ceremony:** Break down the ceremony into key components (e.g., processional, vows, recessional).
- Allocate Time:** Assign time slots for each component of the ceremony.
- Distribute the Schedule:** Share the rehearsal schedule with all participants in advance.

Assigning Roles and Responsibilities

- Communicate Roles:** Clearly explain each participant's role in the ceremony.
- Assign a Rehearsal Leader:** Designate someone (e.g., officiant, coordinator) to guide the rehearsal.
- Prepare for Special Tasks:** Assign tasks like music cues, readings, or rituals to specific participants.

Conducting the Rehearsal Walk-Through

- Practice the Processional:** Walk through the processional, ensuring everyone knows their order and timing.
- Review Key Moments:** Practice key moments such as the exchange of vows and any readings or rituals.
- Rehearse the Recessional:** Practice the recessional and discuss how participants will exit the ceremony space.
- Make Adjustments:** Address any issues or awkward moments, and make adjustments as needed.

2. Day-of Coordination Preparation

Finalizing the Timeline

- Outline the Day:** Create a detailed timeline from getting ready to the end of the reception.
- Allocate Time:** Assign time slots for each activity (e.g., hair and makeup, vendor setup, ceremony start).
- Include Buffer Time:** Build in extra time between activities to account for any delays.
- Distribute the Timeline:** Share the final timeline with key participants and vendors.

Setting Up a Communication Plan

- Designate a Point of Contact:** Choose a primary contact person for the day of the event.
- Create a Contact List:** Compile a list of contact information for all key participants and vendors.
- Set Up a Group Chat:** Consider using a communication app to create a group chat for quick updates.
- Schedule Check-Ins:** Establish regular check-ins with your point of contact throughout the day.

Confirming Vendor Arrangements

- Review Contracts:** Double-check all vendor contracts to confirm services, timelines, and special requests.
- Contact Vendors:** Reach out to each vendor to confirm final arrangements and arrival times.
- Provide the Timeline:** Share the final day-of timeline with all vendors.
- Confirm Contact Information:** Ensure you have up-to-date contact details for each vendor.

3. Managing the Ceremony

Overseeing the Setup

- Arrive Early:** Plan to arrive at the venue early to oversee the setup.
- Delegate Tasks:** Assign setup tasks to trusted helpers or a day-of coordinator.
- Check the Details:** Walk through the venue and ensure that all decorations, seating, and setup elements are in place.
- Communicate with Vendors:** Confirm that all vendors have arrived and are setting up according to plan.

Ensuring a Smooth Processional

- Use Music Cues:** Coordinate with musicians or the DJ to ensure the processional music is timed correctly.
- Assign a Coordinator:** Designate someone to cue each participant during the processional.
- Manage Nerves:** Reassure participants and remind them to take their time and enjoy the moment.

Coordinating the Vows and Ceremony Flow

- Communicate with the Officiant:** Ensure the officiant understands the ceremony order and your expectations.
- Keep the Ceremony on Track:** Guide the ceremony flow while allowing for meaningful moments.
- Incorporate Personal Touches:** Add special readings, music, or rituals to personalize the ceremony.
- Allow for Flexibility:** Be prepared to adapt if something doesn't go exactly as planned.

Handling the Recessional and Transition to Reception

- Plan the Recessional Order:** Decide the order in which participants will exit during the recessional.
- Coordinate with the Music:** Ensure the recessional music is timed appropriately for the exit.
- Guide Guests:** Plan how guests will move from the ceremony space to the reception area.
- Prepare for Photos:** Coordinate with the photographer for post-ceremony photos, if applicable.

4. Troubleshooting and Last-Minute Adjustments

Anticipating Common Issues

- Prepare for Weather:** Have a backup plan for outdoor ceremonies in case of bad weather.
- Confirm Vendor Arrivals:** Double-check vendor arrival times and address any delays immediately.
- Test Equipment:** Test sound systems, microphones, and other equipment before the ceremony begins.

Staying Calm and Flexible

- Focus on the Moment:** Remember that the day is about celebrating your love, not achieving perfection.
- Go with the Flow:** If something unexpected happens, stay calm and adapt as needed.
- Lean on Your Support System:** Seek support from your partner, friends, and family to stay grounded.



VOW RENEWAL CHECKLIST

Delegating and Seeking Help

- Delegate Non-Essential Tasks:** Assign non-essential tasks to trusted helpers or a day-of coordinator.
- Hire a Day-of Coordinator:** Consider hiring a professional coordinator to manage logistics.
- Ask for Help:** Don't hesitate to ask for help from loved ones if you start to feel overwhelmed.

Final Steps

- Review Checklist Regularly:** Keep this checklist handy throughout the planning process and review it regularly to ensure nothing is missed.
- Make Adjustments as Needed:** Update the checklist as your plans evolve and new needs arise.

This checklist is designed to help you manage the rehearsal and day-of coordination for your vow renewal, ensuring that everything runs smoothly and that you can focus on enjoying your special day.