

PROJECT CONNECTIONS / PLANNING KIT 08

Plan the Celebration Around What Matters to You.

South Jersey Wedding Coordination Planner

Connect couple-led priorities, actual provider agreements, guest needs and a workable event-day plan.

PRINT-READY WORKBOOK / 14 PAGES

Illustrative supplied photo; not member project evidence.

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Set priorities together

Let the couple define the celebration. Include meaningful preferences, guest experience, decision roles and boundaries before deposits or optional services.

YOUR STAGE / Choose priorities / Confirm scope / Coordinate / Celebrate and close

Top priorities / measurable planning goal / joint decision process

Spending limit / date flexibility / guest-experience priorities

Target decision date / accountable roles / progress-review method

USE THIS WORKBOOK

Gather facts and requirements / pages 3-6

Compare and coordinate / pages 7-10

Review readiness and act / pages 11-14

Personal care is voluntary. No particular appearance, body change or service is needed to make the celebration valid or meaningful.

Compare venue and event formats

Confirm the actual available date, format, capacity and included services. Obtain answers from the venue, not a general listing.

Option / provider A: _____ B: _____

Comparison point	A / evidence / date	B / evidence / date
Date / format / verified capacity		
Arrival / access / guest facilities		
Included services / restrictions		
Terms / payment / cancellation questions		
Weather or disruption alternative		

Tradeoff / information needed / decision owner / review date

Ask who approves layout and event changes. A preferred date is not reserved until the actual agreement establishes it.

Plan the full budget and payment timing

Use actual quotes and a shared spending boundary. Include taxes or service charges where applicable and verified; identify what is optional.

Period / scenario: _____ Currency: _____

Cost / responsibility	Estimate	Confirmed	Source / cash due
Venue / food / beverage			
Photography / video if chosen			
Attire / optional personal preparation			
Music / ceremony / decor			
Transport / guest access arrangements			
Other costs / contingency			

Total / one-time vs. recurring / decision owner / next review

Total distinct costs, then subtract amounts already paid for the remaining commitment. Record payment dates and funding timing; do not assume refunds or coverage.

Map the providers you actually need

Some roles may be handled by the couple, venue or another provider. Confirm deliverables and coordination ownership without assuming an SJBA category offers wedding services.

Role / deliverable	Verified provider / scope	Owner / next question
Venue / ceremony responsibilities		
Food / beverage / service		
Photography / video / music		
Decor / rentals / setup / cleanup		
Transport / optional other services		

Next question / responsible person / review date

For each role, record availability, source, deliverable and unresolved scope. Do not infer wedding-production capability from business marketing work.

Review terms before commitments

Bring the actual agreements to qualified advisers when needed. Confirm the financial and practical consequences without assuming a legal right or insured outcome.

01 / Payment / changes / cancellation / postponement terms

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

02 / Insurance questions / exclusions / documentation

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

03 / Marriage arrangements / correct registrar / actual timing [S1]

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

Confirm applicable marriage requirements with the responsible registrar. Do not place identity numbers or document copies in this workbook.

Define photography and video deliverables

Ask about verified wedding-specific experience, coverage, turnaround, rights and the handoff with venue or other providers.

Preferred moments / deliverables / coverage period

Confirmed capability / venue access / schedule dependencies

Usage, sharing and consent questions / agreement reference

Delivery timing / review process / responsible contact

Distinguish edited deliverables from raw files and personal use from publication rights. Record actual agreed terms.

Plan optional personal preparation

Use this page only for services the person wants. Confirm the provider's actual scope, location and availability; do not assume on-site makeup is offered.

Desired look or service / preferences / optional spending limit

Verified provider scope / product and application questions

Ingredient or reaction questions for provider / source [S2]

Chosen timing / contingency / follow-up / decision owner

Cosmetics can cause reactions. Discuss concerns with an appropriate qualified professional; this worksheet gives no treatment advice or testing instructions.

Plan guest access and communication

Ask about participation needs through a respectful private channel. Coordinate practical arrangements without collecting medical histories. Relevant providers should confirm applicable accessibility duties. [S3]

Guest-experience need	Arrangement / provider answer	Owner / confirmation date
Arrival / transport / directions		
Physical access / seating / facilities		
Communication / assistance requests		
Dietary questions for food provider		
Guest updates / private information handling		

Next question / responsible person / review date

Share only the information a provider needs. Confirm who can answer a guest request and who follows up.

Assign setup and service handoffs

Avoid gaps between venue and vendor responsibilities. Confirm who provides, operates and removes each item and who can approve a change.

Venue and event coordinator

Confirm access windows, layout, restrictions and decision authority.

Owner: _____ Due: _____ Received by: _____

Food / service / rental providers

Confirm delivery, equipment, service responsibilities and cleanup.

Owner: _____ Due: _____ Received by: _____

Media / music providers

Confirm timing, approved access, sound or power needs with the venue.

Owner: _____ Due: _____ Received by: _____

Couple-appointed liaison

Receive confirmations and handle agreed day-of decisions.

Owner: _____ Due: _____ Received by: _____

Use actual names and contact channels only in your private working copy. Verify technical needs with the responsible professionals.

Build the event-day sequence

Use realistic buffers and one person responsible for each handoff. Keep the private contact sheet current and available to authorized people.

RECORD 01

Time / activity / accountable role

Prerequisite / venue or provider confirmation / contact channel

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Buffer / fallback / person authorized to decide

RECORD 02

Time / activity / accountable role

Prerequisite / venue or provider confirmation / contact channel

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Buffer / fallback / person authorized to decide

For immediate danger, follow venue and emergency-authority instructions. This schedule is not an emergency-response plan.

Confirm the final details and closeout

Use signed terms and confirmed changes as the reference. Identify what is due before the day and what remains afterward.

[ ] Venue / provider confirmations match current plan

Evidence / accountable owner / date: _____

[ ] Required arrangements and responsibilities verified

Evidence / accountable owner / date: _____

[ ] Payments / final quantities / change dates confirmed

Evidence / accountable owner / date: _____

[ ] Post-event deliverables / return items / follow-up assigned

Evidence / accountable owner / date: _____

Go / no-go decision, reason and limits / decision owner / date

Fallback / next action / review trigger

Record unresolved items explicitly. Do not mark a verbal assumption as a confirmed contractual term.

Conversations and accountable next steps

Keep the couple's priorities visible when a decision affects cost, timing or guest experience.

Venue / providers: What is excluded, who receives your handoff and what is the fallback?

Couple / adviser: Which commitment needs a clearer term before approval?

Role / meeting date / question / documents to bring

Recommendation / next action / owner / deadline / follow-up

Decision / limits: _____ Review cadence: _____

PRIORITY 1 / Action: _____

Owner: _____ Due: _____

Dependency / evidence: _____

Progress / next review: _____

PRIORITY 2 / Action: _____

Owner: _____ Due: _____

Dependency / evidence: _____

Progress / next review: _____

Keep completed records private. Share only what the recipient needs through an agreed secure channel.

Sources and your next connection

Primary resources checked October 15, 2026 (UTC). Recheck before acting. Blue underlined titles are clickable; [S#] references identify the sources below.

[S1] NJ Health: Marriage License

Confirm the correct registrar, documents and timing directly; keep personal records separate.

[S2] FDA: Allergens in Cosmetics

Ingredient and reaction questions for optional personal-care consultations.

[S3] U.S. DOJ: Effective Communication

Accessibility communication duties for covered entities; assess the actual event and organization.

General educational planning information, not individualized legal, insurance or clinical advice. Requirements vary; qualified professionals and responsible authorities should confirm applicable decisions.

Need professional guidance?

Explore current professionals in the SJBA directory. Bring your questions. Roles in this workbook are conceptual; verify representation, qualifications, scope and availability.

About SJBA

Founded in 1994, the South Jersey Business Association is a structured, performance-driven, category-exclusive referral network for serious South Jersey business owners. SJBA does not guarantee member work or results.

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