

WEDDING HELPERS: A QUICK CHECKLIST

Have friends/relatives who want to help? Here are some ways they can help make your wedding day go smoothly!

- ☑ **Decorating Team** to construct and put up decorations at the wedding/reception site (note that decorating for weddings at Heartland happens during the rehearsal and during the first 30 min or so that the building is open on the wedding day)
- ☑ **Bride's/Groom's Personal Attendants** to help with the needs of the bride/groom on the day of the ceremony
- ☑ **Lunch/Snack Helper** (if the wedding will be near a mealtime) to bring in food for the wedding party to snack on during the 30 min just prior to the ceremony (we recommend no food or drink that'd stain if spilled on someone's tux or dress)
- ☑ **Corsage/Boutonniere Attendant(s)** to help distribute and pin on corsages and boutonnieres during the 30 min before photos are taken (if photos will be before the ceremony) or the 30 min before the wedding (if all photos will be taken after the ceremony)
- ☑ **Family Photo Helper(s)** to help the photographer gather the right people for family photos (especially helpful if you have large families and/or you'll do lots of different family group photos, or if you want to get photos done especially quickly!)
- ☑ **Greeters / Host & Hostess** to stand near the entrance(s) and greet/direct wedding guests as they arrive (during the 30 min before the wedding)
- ☑ **Guest Book Attendant** to transport the guest book (and pen/etc) to the wedding site and greet/instruct guests at the guest book during the 30 min before the wedding
- ☑ **Gift Table Attendant(s)** to monitor the gift table during the 30 min before the ceremony and make sure cards are securely taped to gifts (so that cards don't get separated from gifts, leaving the couple to wonder who a gift is from!)
- ☑ **Program Attendant(s)** to distribute your ceremony programs to guests as they arrive (during the 30 min prior to the ceremony)
- ☑ **Ushers** to help seat guests as they arrive (during the 30 min prior to the ceremony) and possibly also help seat family members during the seating of family at the beginning of the ceremony, if that is your preference
- ☑ **Floral Transport** to help get floral arrangements/décor items to the reception site (or wherever they need to go next) after the ceremony – it helps to have someone with a van do this, if you will have large items to move
- ☑ **Guest Book Transport** to transport the guest book (and pen/etc) to the reception (or wherever they should end up) – this job can be done by your Guest Book Attendant, too
- ☑ **Gift Transport** to transport gifts from wedding/reception site to wherever they should end up – this job can be done by your Gift Table Attendants, too (it helps to have someone with a van for this)
- ☑ **Maps/Directions Attendant(s)** to distribute maps/directions to guests as they head for the reception (if the reception will be at a different site than the wedding)
- ☑ **Dressing Room Clean Up** after the wedding party leaves, to double check the rooms where the wedding party changed clothes and remove any personal items/etc that were left behind by the wedding party
- ☑ **Rental Returns** to get rented items (tuxes, décor items, etc) back to the rental sites on time
- ☑ **Sendoff Coordinator(s)** to distribute bubbles/etc and instruct guests (if needed) on the sendoff of the bride and groom

If your wedding will be at Heartland, please ask your helpers to introduce themselves to our Wedding Team at the rehearsal or when they arrive at the wedding. Our team will give them instructions (if needed) and answer questions they may have about their duties.