PAPERPATH PRESS

Wedding Day Handoff Kit

A clear plan for the people helping your day happen.



THE PRACTICAL GUIDE

READING REVIEW EDITION / ILLUSTRATIVE COVER ART

START HERE

What this kit does

You have booked the people and places. Now make the decisions easy for someone else to use. This kit helps you assemble a working packet: who arrives, what they need, who owns each task, and how a changed instruction reaches the right people.

Start with the venue and main suppliers booked, and a coordinator or helper who has accepted a defined role. The packet supports that person; it does not add duties to a supplier's contract or turn a friend into a professional coordinator.

> Use the guide to build the packet, the 12 worksheet designs to record your own arrangements, and the six-page fictional example to see how records connect. Choose either the A4 or US Letter workbook. Duplicate a sheet when you need another supplier, area, box or task.

The examples follow Maya and Jordan, Alex and Sam at the invented Willow Room venue. Names, times and quantities illustrate the method rather than a recommended wedding schedule. This working edition has not been professionally endorsed or tested at a real wedding.

QUICK START

Build the smallest useful packet

Open Sheet 01 and write the event date, locations, local time zone, packet version, point person and backup. If the ceremony and reception are at different sites, name who covers each. Ask the point person to confirm the role before you add tasks to their name.

Create a contact record for the venue and each main supplier in Sheet 02. Then add the confirmed access and service commitments to Sheets 03 and 04. Keep unanswered details marked as open questions, with an owner and next action.

Choose one setup task and connect its owner, box and layout reference in Sheets 05-07. You now have a small packet worth testing. Give it to your point person and ask: where does this supplier arrive, who checks this area, and who decides if the plan changes?

> Fictional example: Sam receives Box A01 at 13:00 and checks the welcome table at 14:00 using reference WT-03. Alex handles missing-item questions. The same names and IDs appear on the task, setup and box records. All times are illustrative.

02 / RESPONSIBILITIES

One task needs one owner

In Sheet 05, give the task one owner, an available backup and a visible finish point. Ask the owner to accept the work. A name typed into a form is not the same as an agreed responsibility.

Replace broad requests with actions someone can complete. Instead of 'help with decor', name the area, the items, the reference and the check. Link to the matching setup sheet and box ID rather than rewriting different instructions in several places.

Check the owner against the run sheet. They cannot greet a delivery, stand in the ceremony and collect another item at the same moment. If duties overlap, change the assignment before you share the packet. Leave technical installation and contracted professional work with the responsible supplier.

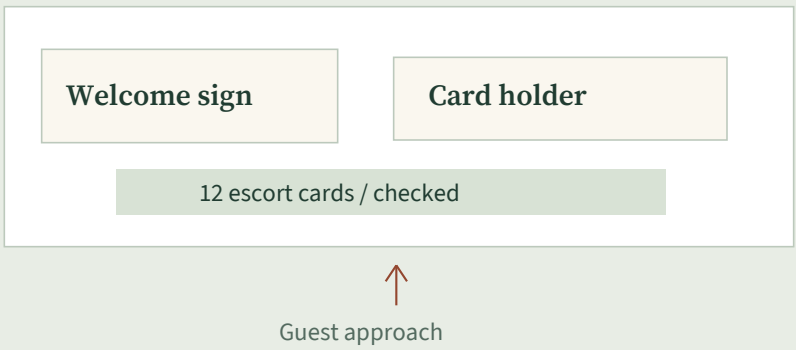
> Fictional example: Sam sets the welcome table from Box A01 using WT-03, then checks 12 escort cards against the approved list. Sam reports a missing card to Alex. Alex is the backup only after the arrival task is covered; neither helper moves venue equipment without permission.

WT-03 / FICTIONAL LAYOUT REFERENCE

Show what ready looks like.

Sam uses Box A01 to prepare a welcome display. This original sketch makes the example's setup reference visible; a real event needs its own agreed instructions.

WT-03 / EXAMPLE ONLY



OWNER	Sam
BOX A01	1 sign, 1 holder, 12 escort cards
CHECK	Count cards and compare placement
MISSING ITEM	Route the question to Alex

Illustrative example, not a real venue-approved plan.