The day card

Contacts and four key moments. Use the next page for the full 12-event schedule.

Couple / event

Alex & Jordan - fictional example

Wedding date / revision

June 12, 2027 / revision June 9

Venue and arrival point

Example Garden Venue - agreed west entrance

Day-of contact

Morgan - lead helper

Phone / contact method

(202) 555-0142

Backup contact if the couple is unavailable

Casey - backup helper

Backup phone / contact method

(202) 555-0156

Time	What / where	Responsible person
2:30 PM	Guest arrival / west entrance	Casey
3:00 PM	Ceremony / garden	Officiant
4:30 PM	Meal / dining room	Catering lead
9:30 PM	Bags and guest book collected	Casey

They may decide / they must ask about - keep brief

Morgan handles routine setup. Ask agreed decision-maker about cost or ceremony changes.

If the couple cannot be reached - agreed next action

Contact Casey. Use approved backup plan; do not approve new spending.

Last pickup / collection: what, who and when

Casey takes guest book and personal bags at 9:30 PM.