WEDDING DAY RUN SHEET DESK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Create a row for each ceremony, setup or supplier handoff.

STEP 2 Record the agreed local time, person in charge and exact confirmation source.

STEP 3 Review unconfirmed steps with suppliers; do not assume calendar entries send messages.

STEP 4 Which fact or document still needs checking?

WEDDING DAY RUN SHEET DESK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

NEXT REVIEW / SCHEDULED TIME	STEP OR DELIVERABLE	RESPONSIBLE PERSON	PROGRESS	EVIDENCE AND NEXT CONFIRMATION

Outstanding question or record to confirm

WEDDING DAY RUN SHEET DESK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Create a row for each ceremony, setup or supplier handoff.

Concrete next action	Owner / due

ACTION 2 Record the agreed local time, person in charge and exact confirmation source.

Concrete next action	Owner / due

ACTION 3 Review unconfirmed steps with suppliers; do not assume calendar entries send messages.

Concrete next action	Owner / due

IMPORTANT CONTEXT

No automatic supplier notification, live delay monitoring or reservation service. Confirm schedules directly with your venue and providers.

- [ ] Source checked
- [ ] Next action assigned