

Wedding Planner Job Description

Duties and Responsibilities:

- Prepares (with or without the client) budget for the wedding and ensures strict compliance with the budget
- Work with couples to find out their expectation for the wedding and keep them up-to-date on its planning and execution
- Secures the best available venue for the wedding in consideration of the date and budget for the wedding
- Contacts and gets the services of musicians, dancers, and other entertainers that may be needed
- Prepares financial report on the wedding
- Keeps a list of equipment necessary for the wedding, e.g. computers, speakers, backdrop, chairs, tables, etc.
- Delegates responsibilities like ushering, protocol, etc. to team members
- Make sure restroom facilities are provided at wedding venues.

Wedding Planner Requirements – Skills, Knowledge, and Abilities

- Ability to perform various tasks efficiently for the success of the wedding
- A degree in Marketing, Events Planning, Advertising, Hotel or Hospitality Management, or in other related area
- Ability to work effectively in a fast-paced, high pressure work environment
- Ability to communicate with all stakeholders in written and verbal forms
- Ability to lead a team as well as work as part of a team to produce desired result
- Strong working knowledge of the different Microsoft Office applications
- Strong time management skills to be able to schedule and successfully carry out activities within allotted time efficiently

- Ability to listen to and understand exactly what clients require and expect for their wedding
- Strong ability to negotiate deals with vendors and other service providers to the wedding event and secure cost saving deals for clients
- Strong ability to interact and get along with people from diverse background
- Exceptionally organized individual with strong ability to pay attention to details
- Event management experience, including parties, charity events, projects, etc.
- Ability to predict what could go wrong in an event and prevent it from occurring
- Strong problem solving ability to be able to deal with crisis situations in the course of events
- Updated knowledge of trends in the wedding industry.