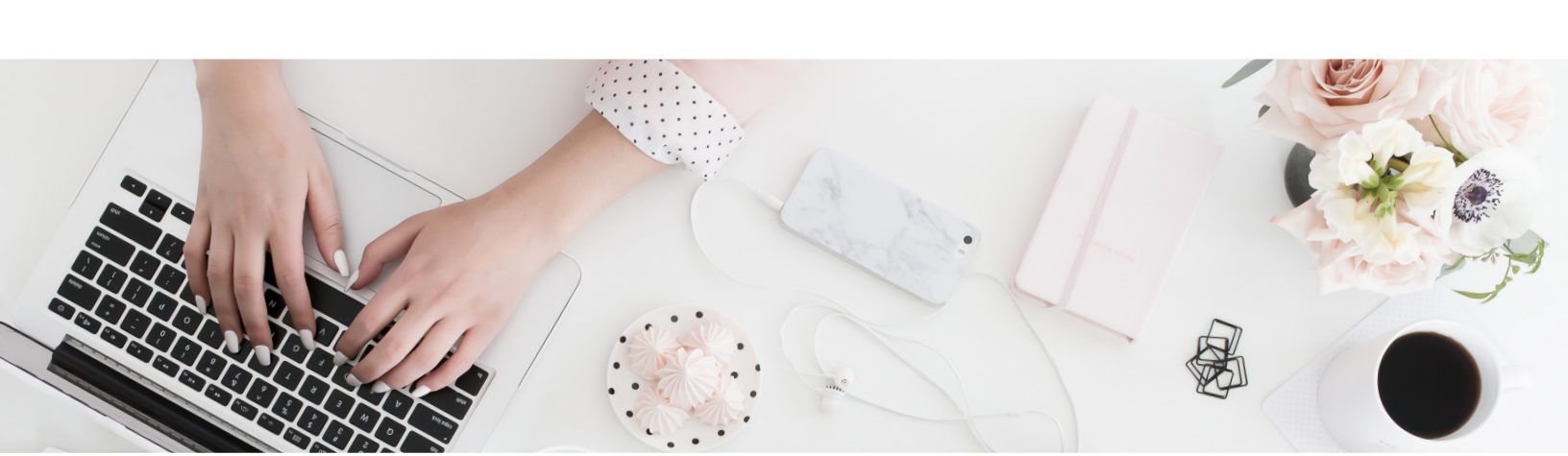




lesson one:
**FIRST THING'S
FIRST**





A Wedding Coordinator's job is to make sure the day runs as smoothly as possible for their clients. There are certain traits one can have to make them fit the mold of a successful Wedding Coordinator. Qualities to possess or develop over time that can help you gain the trust of future brides. Here are a few of those traits and qualities that can help you build and sustain your Wedding Coordination business...

PEOPLE PERSON:

Having the trust of your clients and their families is very important in this business! Sometimes you'll find, after the wedding is over you'll become good friends with the bride and her family. These relationships are very instrumental in continuing to grow your business through referrals. Be open, ask questions, take part in their life and let them in! It's part of the fun!

EXCELLENT ORGANIZATIONAL SKILLS:

The family hires you to be in charge of everything so they don't have to be. Have your clip board handy, make sure you know every detail before arriving to the wedding, so that the day is smooth for yourself and the bride.

BE CREATIVE:

The Bride hired you for your advice and ideas. You're the wedding expert, so show off your thoughts and ideas. Being creative allows you to stand out and helps you think of ideas and solutions the bride and family didn't think of.

THINK ON YOUR FEET & TAKE ON THE CHALLENGE:

Wedding day is a challenge, you never really know what's going to happen. You can plan every single detail, but most of the time something happens and you have to think on the fly! Be prepared and know that whatever decision you make is the right one and stick with it. Your display of confidence can, and will, bring about a sense of calm for your bride.

HANDLE STRESS:

Please understand there will be stressful parts of a wedding day. As stated above, it's your job to handle these stressful situations as they come and keep the day running as smoothly as possible for your bride. Be over prepared. No one wants to see a stressed out Wedding Coordinator.

PHYSICAL CONDITIONING:

Being on your feet all day can be hard on your body. The bride shouldn't have to wait on her Wedding Coordinator to take a break because her feet hurt! Get good shoes, drink lots of water and always have a quick snack nearby to give you an energy boost throughout the day.



To do list:

- Start a personal development routine, and stick to it.

Exercise

Listen to a Podcast

Read

Write in a Journal

List Your Goals

Affirmations

Vision Board

Meditate or Pray

- Download the checklist provided to help you get started. *(Located in appendix.)*

Recommended Personal Development Books:

- *The 5 Second Rule - Mel Robbins*
- *The Slight Edge - Jeff Olson*
- *Girl Wash your face - Rachel Hollis*
- *The Glitter Plan - Booth Moore*
- *The Miracle Morning - Hal Elrod*
- *Grace Not Perfection - Emily Ley*
- *#GirlBoss - Sophia Amoruso*
- *The Body Book - Cameron Diaz*
- *A Simplified Life - Emily Ley*

