

Wedding planning responsibility worksheet

Agree one accountable lead and one approval owner for each deliverable. Use this matrix with written proposals and booking terms to resolve gaps between the family, hotel, planner and decorator.

01 Name the leads and record the agreed scope

Event / date

Version / updated date and time

Matrix owner / next review

Family lead

Hotel lead

Planner lead

Decorator lead

Deliverable and completion test	Accountable lead party + role	Approval owner decision needed	Deadline date + time	Scope status I / O / E	Cost / payer / written reference	Unresolved question owner + answer due

Scope key and cost check

I = included in the named written scope. O = optional, awaiting separate approval. E = excluded, with a handoff or separate owner recorded if still needed. For costs, record currency, amount, taxes or fees, payer, quote reference and any extra-cost approval still needed.

Close the gaps before work starts

Write an observable completion test, such as "room list accepted by the hotel". If several parties contribute, choose one accountable lead and record the handoff. Mark unanswered items as open, assign a question owner and date, and circulate the latest agreed version.

Fictional responsibility matrix

This example illustrates how to assign work. It does not define standard BnB services or any hotel, planner or decorator package. Agree the actual split and costs in writing for your event.

02 Worked example

Example context

Event EX-01; version 1; reviewed 10 Feb 2027. F-01 = family lead; H-01 = hotel lead; P-01 = planner lead; D-01 = decorator lead. Every reference and deadline is fictional. No prices are quoted.

Deliverable and completion test	Accountable lead party + role	Approval owner decision needed	Deadline	Scope status	Cost / payer / written reference	Unresolved question owner + answer due
Final rooming list Hotel confirms receipt and room categories.	Family / F-01	Family / F-01 Hotel checks capacity.	11 Feb 2027 18:00 IST	I Family task	Family booking; confirm total, taxes, payer and reference.	Can late changes be accepted? H-01 to answer by 10 Feb, 17:00.
Room readiness update Ready rooms and waiting area confirmed.	Hotel / H-01	Hotel / H-01	14 Feb 2027 10:00 IST	I Example hotel scope	Hotel booking reference; early access charges still open.	What happens if a room is not ready? H-01 to answer by 12 Feb, 12:00.
Additional airport pickup Vehicle and capacity confirmed.	Planner / P-01	Family / F-01 Approves extra spend.	13 Feb 2027 16:00 IST	O Approval pending	Operator quote needed; confirm currency, total, taxes and payer.	Who approves waiting charges? F-01 to answer by 12 Feb, 18:00.
Ceremony setup Layout and safe access checked before handover.	Decorator / D-01	Family / F-01 Hotel checks venue access.	14 Feb 2027 15:00 IST	I Example decor scope	Approved decor scope; price any changes before approval.	When can installation begin? H-01 to answer by 11 Feb, 12:00.
Post-event waste removal Venue accepts area at handover.	Family / F-01 Arranges separate owner.	Hotel / H-01 Accepts venue handover.	15 Feb 2027 10:00 IST	E Example decor scope	Separate provider, cost and payer still open.	Who removes packaging and waste? F-01 to answer by 12 Feb, 12:00.

Before using this plan: replace all fictional entries, resolve open questions, obtain written approvals and share the agreed version with the named leads. A blank or unanswered cell is not approval.