



FOR VENUE COORDINATORS

Ceremony run-sheet

One sheet per wedding. Fill it in from the couple's plan, then follow it at the desk. Everything your team needs to run the ceremony music cleanly, without the couple in the room.

COUPLE _____ WEDDING DATE _____

COORDINATOR ON DUTY _____ ROOM / SPACE _____

Before the day PER-COUPLE WORKSPACE ON THE HOUSE IPAD

- ☐ This couple has **their own workspace** on the house iPad, separate from every other wedding.
- ☐ Every track in the running order is **downloaded to the device**, not streaming.
- ☐ The running order below is **built in the workspace**, with a fade set on each track.

Running order FILL FROM THE COUPLE'S PLAN

MOMENT	TRACK	CUE (WHO OR WHAT)
Guests seated / prelude		
Processional (walk in)		
During the signing		
Recessional (walk out)		

Go-live check AT THE DESK, BEFORE ANYONE WALKS IN

- ☐ The workspace confirms **the right couple and the right date**, so the wrong wedding's music can never play.
- ☐ **Offline confirmed:** airplane mode on, nothing streaming, no reliance on venue WiFi.
- ☐ Volume set in the actual room at the actual speaker, and Do Not Disturb on.
- ☐ Screen locked for **Live Mode**, so a stray tap cannot skip, pause, or close it.

On cue: each track sits behind one big button. Start it on your cue, and fade it out with one tap when the moment is done. No scripting the clock.

Wedding Player Pro keeps every couple in its own workspace on one house iPad, so your team switches from one wedding to the next in a tap, runs the go-live check, and plays it all offline. One venue subscription, with a one-month free trial. **See how it works at weddingplayer.app**