



01 BUILD YOUR PLAN

Build backward from the next fixed point

For each fixed point, work backward through the tasks that must finish first. Keep durations in minutes and subtract them one at a time. Then read the sequence forward to make sure it is physically possible.

The calculation

Latest task start = required finish time - task duration - any separate transition or recovery time. Do not count the same buffer twice.

Worked backward calculation

Fictional assumptions: an officiant requires both partners in position at 13:45 for a 14:00 ceremony. One partner is dressing at a hotel. The transport company has confirmed the route time; the other allowances are agreed for this example.

Work backward	Minutes	Result
Required ceremony-ready time	-	13:45
Recovery margin before readiness	15	13:30
Unload and walk to the ceremony space	10	13:20
Drive from hotel	25	12:55 departure
Load vehicle and check belongings	10	12:45
Dress and final checks	30	12:15
Hair and makeup must be finished	-	12:15 latest

Now check forward: dressing 12:15-12:45, loading 12:45-12:55, driving 12:55-13:20, walking 13:20-13:30 and recovery time until 13:45. The ceremony-ready deadline still holds.

Do not miss the earlier anchor

If the photographer needs that partner dressed at 11:45, that earlier commitment controls preparation. Recalculate from 11:45. "Ceremony-ready" and "photo-ready" are different deadlines.



05 YOUR HANDOVER WORKBOOK

Worksheet 2 supplier facts and contacts

Complete one copy per supplier. Ask them to confirm the details and store their reply with the agreement. Share private contact information only with people who need it.

Supplier service and company

On-the-day contact mobile number and backup contact

Booking detail	Confirmed answer
Arrival and departure	
Setup and pack-down duration	
Ready-to-start time and service duration	
Loading point room and access requirements	
What must be ready before this supplier starts	
Who gives the cue and how	
Breaks meals and coverage implications	
Extra-time approval or relevant booking limit	

Confirmed by date and location of the written reply

Open question owner and reply deadline