

Hotel Liaison Checklist

Pre-event, day-of, and post-event — WeddingKart

Pre-Event

- Review hotel contract: F&B; minimum, corkage fees, vendor access timings, power supply guarantees
- Confirm rooming list with hotel (72 hours before first arrival)
- Walk through every function venue on property to confirm layout
- Confirm run-of-show has been shared with all relevant hotel department heads (banquet, catering, housekeeping, front desk)
- Get a dedicated hotel-side contact number for the event dates
- Confirm escalation path (who to call if something goes wrong)

Day-Of

- Liaison present from first vendor arrival
- Manage sequence of vendor access to each venue
- Escalate hotel-side issues to GM/duty manager, not the couple/family
- Confirm each department has the current day's schedule
- Monitor F&B; service timing against the run-of-show
- Track any ad-hoc changes and note them for billing review

Post-Event

- Review final hotel bill line by line against contract
- Flag any unauthorized or unexplained charges
- Document any property damage before checkout
- Confirm final rooming list matches actual occupancy for billing
- Collect feedback from hotel team for future reference

Red flags to watch for

- Liaison only assigned on the wedding day, never met the family before
 - No dedicated WhatsApp number for the event
 - No authority to approve minor on-the-spot changes
 - Escalations require multiple layers of hotel management
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