



## Wedding Day Checklist

### Wardrobe

### Responsibility

- ♡ The Dress \_\_\_\_\_
- ♡ Bride's Shoes & bandaids \_\_\_\_\_
- ♡ Lingerie & stockings \_\_\_\_\_
- ♡ Perfume \_\_\_\_\_
- ♡ Jewellery \_\_\_\_\_
- ♡ Veil/Headpiece \_\_\_\_\_
- ♡ Garter & handkerchief \_\_\_\_\_
- ♡ Groom's Suit \_\_\_\_\_
- ♡ Groom's Shirt & Tie \_\_\_\_\_
- ♡ Groom's Cufflinks \_\_\_\_\_
- ♡ Bridesmaid Dresses \_\_\_\_\_
- ♡ Bridesmaid Accessories \_\_\_\_\_
- ♡ Groomsmen Suits \_\_\_\_\_
- ♡ Groomsmen Accessories \_\_\_\_\_
- ♡ Bridal Party Wardrobe \_\_\_\_\_
- ♡ Flower Girl Basket \_\_\_\_\_
- ♡ Going Away Wardrobe \_\_\_\_\_
- ♡ Purse for Bride's essentials \_\_\_\_\_

### The Rings

### Responsibility

- ♡ Wedding Bands \_\_\_\_\_
- ♡ Engagement Ring \_\_\_\_\_
- ♡ Engraving & Cleaning \_\_\_\_\_
- ♡ Presentation Box/Pillow/Bag \_\_\_\_\_

### Flowers

### Responsibility

- ♡ Bride's Bouquet \_\_\_\_\_
- ♡ Bridesmaid Bouquets \_\_\_\_\_
- ♡ Corsages for Mothers \_\_\_\_\_
- ♡ Boutonniere for Groom \_\_\_\_\_
- ♡ Flower Girl Bouquets \_\_\_\_\_
- ♡ Throw Away Bouquet \_\_\_\_\_
- ♡ Reception & Ceremony Flowers \_\_\_\_\_

### Ceremony

### Responsibility

- ♡ Celebrant/Clergy \_\_\_\_\_
- ♡ Co-ordinator \_\_\_\_\_
- ♡ MC \_\_\_\_\_
- ♡ Marriage License (correct addresses) \_\_\_\_\_
- ♡ Fees/Payments \_\_\_\_\_
- ♡ Location/Venue booking sheet \_\_\_\_\_
- ♡ Location/Venue fees \_\_\_\_\_
- ♡ Accessories for Unity Ceremony \_\_\_\_\_
- ♡ Ushers \_\_\_\_\_
- ♡ Childcare/snacks/entertainment \_\_\_\_\_
- ♡ Decorations \_\_\_\_\_
- ♡ Chairs \_\_\_\_\_
- ♡ Altar/Archway \_\_\_\_\_
- ♡ Signing Table & pen \_\_\_\_\_
- ♡ Shade, Rain shelter, water, sunscreen \_\_\_\_\_
- ♡ Aisle Runner \_\_\_\_\_
- ♡ Transport & parking \_\_\_\_\_
- ♡ Confetti/Petals/Bubbles \_\_\_\_\_
- ♡ Power source/batteries/back up \_\_\_\_\_
- ♡ Sound Equipment/Microphone/Speaker \_\_\_\_\_
- ♡ Music/Entertainment \_\_\_\_\_
- ♡ Readings, Giving Away, Blessing \_\_\_\_\_
- ♡ Witnesses x2 \_\_\_\_\_
- ♡ Signing of the Register Pen / spare \_\_\_\_\_

### Stationery

### Responsibility

- ♡ Order of Service/Programme \_\_\_\_\_
- ♡ Table seating plan \_\_\_\_\_
- ♡ Menus \_\_\_\_\_
- ♡ Guest Placecards \_\_\_\_\_
- ♡ Table placquards \_\_\_\_\_

## Reception

	Responsibility
♥ Venue & venue fee	_____
♥ MC	_____
♥ Caterer	_____
♥ Food & beverages	_____
♥ Wedding Cake, topper & knife	_____
♥ Favours	_____
♥ Speeches	_____
♥ Wait Staff & Bartender	_____
♥ Table decorations	_____
♥ Table plaquards	_____
♥ Chair covers/decorations	_____
♥ Cake table decorations	_____
♥ Table centrepieces	_____
♥ Other decorations	_____
♥ Dishes & Stemware	_____
♥ Serviettes & Linen	_____
♥ Tables & chairs	_____
♥ Guest Book & props	_____
♥ Transport to & from & parking	_____
♥ Power source/back-up	_____
♥ Sound, mic & portable speaker	_____
♥ Table seating plan	_____
♥ Menus	_____
♥ Music/Entertainment/DJ	_____
♥ Lighting	_____

## Photography

	Responsibility
♥ List of shots including locations & people in order of timing	_____
♥ Videography	_____

## Gifts

	Responsibility
♥ Family	_____
♥ Bridal Party	_____
♥ Bride & Groom	_____
♥ Favours	_____

## Honeymoon

	Responsibility
♥ Tickets	_____
♥ Passports	_____
♥ Suitcase	_____

## Misc

	Responsibility
♥ Rescue remedy	_____
♥ Panadol	_____
♥ Tissues	_____
♥ Makeup blotting paper	_____
♥ Dress hangar for photography	_____
♥ Sewing kit	_____
♥ Deodorant, wet wipes	_____
♥ Wedding Gown preservation	_____
♥ Bouquet flower pressing	_____
♥ Just Married cans/banner for car	_____

## Event Co-ordinator

	Responsibility
♥ Vendor contacts	_____
♥ Ceremony floor plan detailing placement of furniture, equipment required & props	_____
♥ Reception floor plan & seating plan, detailing placement of furniture, equipment required & props	_____
♥ Contingency venue plan, floor plan	_____
♥ Bridal Party main contact	_____
♥ Checklist including responsibility	_____
♥ VIP List, Bridal Party List	_____
♥ Run of show including name of person responsible & times & contacts for:	_____
♥ - Ceremony start, Bride's arrival	_____
♥ - Bridal Party names	_____
♥ - Length of ceremony & format	_____
♥ - Photography timing & locations	_____
♥ - Reception start time - Announcements/Welcome	_____
♥ - Cocktail hour, Dinner time, menu, Beverages	_____
♥ - Speeches (bar closed) - Cake Cutting - First Dance	_____
♥ Venue visit	_____