

———— WEDDING CHECKLIST ————

Have you together a family, children to help you plan, but please, remember this is just a tool to help make the planning process smoother. Your wedding should be a reflection of you and your partner's personal style and preferences, so don't be afraid to make it your own.

Use the checklist to keep track of what you've accomplished, and if there's anything that doesn't apply to your wedding, simply mark it as "N/A".

WEDDING PLANNING CHECKLIST

PURCHASE VERSION WILL RECEIVE THE CHECKLIST

WEDDING PLANNING CHECKLIST

To Offer

- ☐ Wedding Arch Styling
- ☐ Ceremony Seating
if not provided by the venue
- ☐ Reception Tables & Seating
if not provided by the venue
- ☐ Napkins
- ☐ Cutlery
- ☐ Place
- ☐ Lights for Reception
if not part of the venue service
- ☐ Candles
- ☐ Table Center
- ☐ Table Decorations

To Book / Organize

- ☐ Photographer
- ☐ Videographer
- ☐ DJ/PA
- ☐ Wedding Coordinator
- ☐ Makeup & Hair Stylist
- ☐ Giftbox
- ☐ Bouquet Art for Ceremony
- ☐ Reception & Dance Floor
if not book
- ☐ MC
- ☐ Guest Transport
- ☐ Wedding Party Transport
- ☐ Hall Purchase Appointment
- ☐ Getting Ready Location
- ☐ Ceremony Venue / Location
- ☐ Reception Venue / Location
if different from the ceremony
- ☐ Signage
- ☐ Place
- ☐ Cutlery
if not part of the venue service
- ☐ Nap
- ☐ Wedding Cake
- ☐ Photo Booth

To Do

- ☐ Write Wedding Vows
- ☐ Read Wedding Vows
if written separately
- ☐ Write Getting Ready Card

Create Styling Mood Boards For

- ☐ Ceremony Styling
- ☐ Reception Styling
- ☐ Table Styling
- ☐ Place
- ☐ Signage

ITEM CHECKLIST

Getting Ready Location

- ☐ Makeup Station
if the venue didn't arrange make
- ☐ Cakes
- ☐ Food & Drinks
- ☐ Changing Room or Shower
- ☐ Linen Buffet
- ☐ Entrance to The Big Day
- ☐ Hair Station

To Take to the Wedding

- ☐ Little Treasures Kit
- ☐ Giftbox
- ☐ Tissues
- ☐ Sign Bubbly Box
- ☐ Cakes
- ☐ Photograph
- ☐ Photograph
- ☐ Bookends
- ☐ Place
- ☐ Table Place
- ☐ Lightbox, Glass and/or Chaperon
- ☐ Nap
- ☐ if not arranged
- ☐ Linen Box