



ITEM CHECKLIST

I am so honored to be a part of your big day!

I have put together a handy checklist 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

TO PURCHASE / FIND FOR THE WEDDING PARTY

- ☐ Wedding Dress
- ☐ Bridesmaid Dresses
- ☐ Groomsmen Suits
- ☐ Wedding Rings
- ☐ Wedding Cake
- ☐ Wedding Reception
- ☐ Wedding Venue
- ☐ Wedding Photographer
- ☐ Wedding Videographer
- ☐ Wedding DJ
- ☐ Wedding Flowers
- ☐ Wedding Favors
- ☐ Wedding Seating Chart
- ☐ Wedding Guest List
- ☐ Wedding Invitations
- ☐ Wedding Programs
- ☐ Wedding Signage
- ☐ Wedding Transportation
- ☐ Wedding Hair and Makeup
- ☐ Wedding Accommodations
- ☐ Wedding Travel
- ☐ Wedding Insurance
- ☐ Wedding Legal
- ☐ Wedding Music
- ☐ Wedding Entertainment
- ☐ Wedding Catering
- ☐ Wedding Bar
- ☐ Wedding Lighting
- ☐ Wedding Decor
- ☐ Wedding Cake
- ☐ Wedding Reception
- ☐ Wedding Venue
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- ☐ Wedding Travel
- ☐ Wedding Insurance
- ☐ Wedding Legal
- ☐ Wedding Music
- ☐ Wedding Entertainment
- ☐ Wedding Catering
- ☐ Wedding Bar
- ☐ Wedding Lighting
- ☐ Wedding Decor

TO PURCHASE / FIND FOR THE COUPLE

- ☐ Wedding Dress
- ☐ Bridesmaid Dresses
- ☐ Groomsmen Suits
- ☐ Wedding Rings
- ☐ Wedding Cake
- ☐ Wedding Reception
- ☐ Wedding Venue
- ☐ Wedding Photographer
- ☐ Wedding Videographer
- ☐ Wedding DJ
- ☐ Wedding Flowers
- ☐ Wedding Favors
- ☐ Wedding Seating Chart
- ☐ Wedding Guest List
- ☐ Wedding Invitations
- ☐ Wedding Programs
- ☐ Wedding Signage
- ☐ Wedding Transportation
- ☐ Wedding Hair and Makeup
- ☐ Wedding Accommodations
- ☐ Wedding Travel
- ☐ Wedding Insurance
- ☐ Wedding Legal
- ☐ Wedding Music
- ☐ Wedding Entertainment
- ☐ Wedding Catering
- ☐ Wedding Bar
- ☐ Wedding Lighting
- ☐ Wedding Decor

TO PURCHASE / FIND - GENERAL

- ☐ Wedding Venue
- ☐ Wedding Photographer
- ☐ Wedding Videographer
- ☐ Wedding DJ
- ☐ Wedding Flowers
- ☐ Wedding Favors
- ☐ Wedding Seating Chart
- ☐ Wedding Guest List
- ☐ Wedding Invitations
- ☐ Wedding Programs
- ☐ Wedding Signage
- ☐ Wedding Transportation
- ☐ Wedding Hair and Makeup
- ☐ Wedding Accommodations
- ☐ Wedding Travel
- ☐ Wedding Insurance
- ☐ Wedding Legal
- ☐ Wedding Music
- ☐ Wedding Entertainment
- ☐ Wedding Catering
- ☐ Wedding Bar
- ☐ Wedding Lighting
- ☐ Wedding Decor

PURCHASE VERSION WILL RECEIVE THE CHECKLIST

WEDDING PLANNING CHECKLIST

TO HAVE

- ☐ Wedding Arch Setting
- ☐ Ceremony Seating
if not provided by the venue
- ☐ Reception Tables & Seating
if not provided by the venue
- ☐ Signs
- ☐ Tables
- ☐ Benches
- ☐ Lights for Reception
if needed or in a dark venue
- ☐ Centerpieces
- ☐ Table Centerpieces
- ☐ Table Decorations

TO BOOKEN / ORGANISE

- ☐ Photographer
- ☐ Videographer
- ☐ DJ/PA
- ☐ Wedding Coordinator
- ☐ Making & Alter Table
- ☐ Catering
- ☐ Arrangements for the Ceremony
- ☐ Reception & Dinner Bar
if it's not
- ☐ MC
if not provided by the venue
- ☐ Guest Transport
- ☐ Wedding Party Transport
- ☐ Hair Stylist Appointment
- ☐ Getting Ready Location(s)
- ☐ Ceremony Venue / Location
- ☐ Reception Venue / Location
if different from the ceremony
- ☐ Signage
- ☐ Benches
- ☐ Lighting
if not part of the venue service
- ☐ Bar
if not provided by the venue
- ☐ Wedding Cake
- ☐ Photo Booth

TO DO

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

CREATE STYLING MOOD BOARD FOR

- ☐ Ceremony Seating
- ☐ Reception Seating
- ☐ Table Seating
- ☐ Signs
- ☐ Signage

ITEM CHECKLIST

GETTING READY LOCATION

- ☐ Makeup Station
for the bride while you get ready
- ☐ Toilet
- ☐ Food & Drinks
- ☐ Changing Room or Shower
- ☐ Linen Basket
- ☐ Entrance to the the Dress
- ☐ Hair Dresser

TO TAKE TO THE WEDDING

- ☐ Table Seating Kit
- ☐ Benches
- ☐ Tables
- ☐ Signage Table Plan
- ☐ Cakes
- ☐ Rings
- ☐ Photographs
- ☐ Bedside
- ☐ Benches
- ☐ Table Plan
- ☐ Lightbox, Glass and/or Chaperone
- ☐ Bar
if not brought with
- ☐ Linen