



★ WEDDING DETAILS ★



BASIC DETAILS

WEDDING DATE:	5 M
CEREMONY START TIME:	
RECEPTION START TIME:	
GUEST COUNT:	



VENUE INFORMATION

CEREMONY VENUE:	
RECEPTION VENUE:	
PARKING INFORMATION:	

VENDOR INFORMATION

PHOTOGRAPHER:	$=$ \square
CATERER:	
FLORIST:	
DJ/BAND:	





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★ WEDDING PARTY **★**

ROLES & RESPONSIBILITIES

MAID OF HONOR	BEST MAN
BRIDESMAIDS	GROOMSMEN

+*

WHO TO CALL



EMERGENCY CONTACTS

MOTHER OF THE BRIDE	MOTHER OF THE GROOM
FATHER OF THE BRIDE	FATHER OF THE GROOM
MAID OF HONOR	BEST MAN

★ WEDDING VENDOR ★ CHECKLIST

	NAME	CONTACT INFO	NOTES
VENUE			
PLANNER			
CATERER / BAR			
PHOTOGRAPHER			
VIDEOGRAPHER			
FLORAL DESIGNER			
CAKE / DESSERTS			
RENTALS			
STATIONERY / SIGNAGE			
DJ / MUSIC			
JEWELER			
LIGHTING			
MAKEUP & HAIR			
TRANSPORTATION			
OFFICIANT			
ATTIRE			
INSURANCE			

★ BRIDAL PARTY ★ CONTACTS

ROLE	NAME	CONTACT
MADE OF HONOR		
BRIDESMAID		
BEST MAN		
GROOMSMEN		

★ WEDDING DAY ESSENTIALS **★**CHECKLIST

DECOR	VENDORS
CENTERPIECES	PHOTOGRAPHER
TABLE LINENS	VIDEOGRAPHER
☐ CHAIR COVERS	WEDDING PLANNER/COORDINATOR
LIGHTING	CATERER
TABLE NUMBERS	FLORIST
SIGNAGE	HAIR STYLIST
BACKDROP	DJ/BAND
AISLE RUNNER	OFFICIANT
□ WEDDING ARCH	TRANSPORTATION SERVICE
CANDLES	
	RECEPTION
	KEGELLIGIK
CEREMONY	☐ WEDDING CAKE
CEREMONY WEDDING VOWS	_
_	WEDDING CAKE
WEDDING VOWS	 □ WEDDING CAKE □ CAKE TOPPER □
 □ WEDDING VOWS □ RING BOX	 □ WEDDING CAKE □ CAKE TOPPER □ FOOD & BEVERAGE STATIONS
	 □ WEDDING CAKE □ CAKE TOPPER □ FOOD & BEVERAGE STATIONS □ DANCE FLOOR
 □ WEDDING VOWS □ RING BOX □ SEATING ARRANGEMENT □ CEREMONY MUSIC 	 WEDDING CAKE □ CAKE TOPPER □ FOOD & BEVERAGE STATIONS □ DANCE FLOOR □ GUEST FAVORS
 □ WEDDING VOWS □ RING BOX □ SEATING ARRANGEMENT □ CEREMONY MUSIC □ PROGRAM 	 WEDDING CAKE CAKE TOPPER FOOD & BEVERAGE STATIONS DANCE FLOOR GUEST FAVORS SEATING CHART
 □ WEDDING VOWS □ RING BOX □ SEATING ARRANGEMENT □ CEREMONY MUSIC □ PROGRAM □ UNITY CANDLE 	 WEDDING CAKE CAKE TOPPER FOOD & BEVERAGE STATIONS DANCE FLOOR GUEST FAVORS SEATING CHART
 □ WEDDING VOWS □ RING BOX □ SEATING ARRANGEMENT □ CEREMONY MUSIC □ PROGRAM □ UNITY CANDLE □ FLOWER PETALS 	 WEDDING CAKE CAKE TOPPER FOOD & BEVERAGE STATIONS DANCE FLOOR GUEST FAVORS SEATING CHART

★ DAY-BEFORE-WEDDING **★** CHECKLIST

	TRY ON YOUR DRESS, SHOES, AND	CREATE AN ITINERARY FOR YOUR
	ACCESSORIES.	WEDDING PARTY
	PACK BRIDAL ACCESSORIES, OVERNIGHT	ATTEND THE REHEARSAL DINNER
	BAG, AND EMERGENCY KIT	ASSIGN SOMEONE TO HANDLE VENDORS
	ENSURE YOUR HONEYMOON BAG IS	AND GIFTS
	PACKED IF LEAVING AFTER THE WEDDING	GIVE BRIDAL PARTY GIFTS
	PUT RECEPTION AND CEREMONY ITEMS IN	GIVE WEDDING BANDS TO THE BEST MAN
	THE CAR	STICK TO YOUR SKINCARE ROUTINE
	TAKE WHAT YOU CAN TO THE VENUE	GET A GOOD NIGHT'S SLEEP
	CONFIRM DETAILS WITH VENDORS	
	PLACE TIPS IN ENVELOPES FOR VENDORS	
	STAY HYDRATED BY DRINKING WATER	
	CHECK WEATHER AND PACK UMBRELLAS IF	
	NEEDED	
	PRINT VENDOR CONTACT LIST FOR A	
	DESIGNATED PERSON	
NC	TES:	

★ WEDDING-DAY-MORNING ★ CHECKLIST

	START YOUR MORNING BY JOURNALING TO	FINALIZE YOUR VOWS, IF NEEDED, AND
	REFLECT ON YOUR SPECIAL DAY	HAND THEM TO YOUR MAID OF HONOR
	ENJOY A NUTRITIOUS BREAKFAST	ASK A BRIDESMAID TO HELP KEEP THE
	DOUBLE-CHECK YOUR EMERGENCY KIT FOR	GETTING-READY SPACE TIDY
	ALL NECESSARY ITEMS	ORGANIZE ACCESSORIES, PAPER GOODS,
	ASSIGN SOMEONE TO BRING YOUR BAG	AND KEEPSAKES FOR THE PHOTOGRAPHER
	AND EMERGENCY KIT TO THE VENUE	TO CAPTURE
	SET UP A WEDDING PARTY GROUP CHAT,	DISTRIBUTE GIFTS TO YOUR WEDDING
	IF NOT ALREADY DONE	PARTY, IF NOT ALREADY DONE
	INTRODUCE YOUR PARENTS TO A	HAVE A LIGHT SNACK BEFORE HEADING TO
	DESIGNATED FRIEND OR COORDINATOR	THE VENUE
	FOR DAY-OF SUPPORT	GIVE YOUR PARTNER THEIR WEDDING DAY
	KEEP AN EYE ON THE TIME WHILE GETTING	GIFT
	READY	STEP OUTSIDE FOR A REFRESHING BREATH
	SIP A MIMOSA OR A CALMING DRINK TO	OF AIR
	RELAX YOUR NERVES	SET YOUR PHONE TO "DO NOT DISTURB" OR
	USE THE RESTROOM BEFORE DRESSING UP	SWITCH IT OFF
	MINIMIZE STANDING TO STAY	
	COMFORTABLE WHILE PREPARING	
NC	OTES:	

★ WEDDING DAY ★ TIMELINE

 WAKE UP & START GETTING READY
 WEDDING PLANNER ARRIVES
 WEDDING PARTY BREAKFAST
 HAIR AND MAKEUP
 BRIDE GETS DRESSED
 FIRST LOOK AND PHOTOS
 TRANSPORTATION TO CEREMONY
 GUESTS BEGIN ARRIVING
 CEREMONY
 POST-CEREMONY PHOTOS
 COCKTAIL HOUR
 RECEPTION BEGINS
 DINNER SERVICE
 CAKE CUTTING
 DANCING
 BOUQUET AND GARTER TOSS
SEND-OFF

★ WEDDING DAY **★** CHECKLIST

	GET A GOOD NIGHT'S SLEEP	DAY-OF CONTACT LIST
	DRINK PLENTY OF WATER	WEDDING DAY TIMELINE
	EAT A HEALTHY BREAKFAST	BRIDAL PARTY GIFTS
	HAIR & MAKEUP APPOINTMENT	HONEYMOON BAG PACKED
	WEDDING DRESS / ATTIRE READY	TRANSPORTATION
	UNDERGARMENTS & SHOES	ARRANGEMENTS
	ACCESSORIES (JEWELRY, VEIL,	BOUQUET & BOUTONNIERES
	CUFFLINKS)	FLORAL DELIVERY
	PERSONAL ITEMS CHECK (ID, CASH,	CONFIRMATION
	MAKEUP)	CAKE DELIVERY CONFIRMATION
	BRIDE & GROOM VOWS	FINAL CHECK ON VENUE DECOR
	WEDDING RINGS	VENDOR PAYMENTS AND TIPS
	MARRIAGE LICENSE	PREPARED
	SNACKS & WATER	DELEGATE TASKS TO TRUSTED
	PHONE & CHARGER	FRIENDS/FAMILY
	EMERGENCY KIT	REMAIN CALM & ENJOY THE DAY
NO	TES:	

★ EMERGENCY KIT ★ CHECKLIST

	SAFETY PINS	HAND SANITIZER
	SEWING KIT (NEEDLE, THREAD,	MAKEUP TOUCH-UP KIT
	BUTTONS)	(POWDER, LIPSTICK)
	FASHION TAPE	EXTRA EARRING BACKS
	BAND-AIDS	TAMPONS / PADS
	PAIN RELIEVERS (IBUPROFEN)	SNACKS (GRANOLA BARS)
	BLISTER CUSHIONS	WATER BOTTLE
	MINI DEODORANT	SMALL MIRROR
	HAIRSPRAY	TOOTHPASTE AND
	BOBBY PINS & HAIR TIES	TOOTHBRUSH
	STAIN REMOVER PEN	A SMALL AMOUNT OF CASH
	TISSUES	PHONE CHARGER
	SUPER GLUE	WEDDING DAY TIMELINE
	BREATH MINTS / GUM	
ИО	TES:	

★ BRIDE'S SUITE ★ CHECKLIST

	WEDDING DRESS	DEODORANT
	VEIL	TOOTHBRUSH
	WEDDING SHOES	GIFTS FOR BRIDESMAIDS
	FLAT SHOES	WEDDING VOWS
	RECEPTION DRESS	PHONE
	JEWELRY	PHONE CHARGER
	HAIR ACCESSORIES	STEAMER
	EMERGENCY KIT	LINT ROLLER
	MAKEUP	NAIL KIT
	MAKEUP REMOVER	CLUTCH
	SKINCARE	LIP BALM
	BOOB TAPE	LOTION
	UNDERWEAR	HAIR BRUSH
	ROBES	PERFUME
NO	TES:	

★ GROOM'S SUITE ★ CHECKLIST

	SUIT/TUXEDO	HAIR GEL / STYLING PRODUCT
	DRESS SHIRT	DEODORANT
	SHOES	TOOTHBRUSH
	SOCKS	RAZOR
	BELT / SUSPENDERS	SHAVING CREAM
	CUFFLINKS	NAIL KIT
	TIE / BOW TIE	EMERGENCY KIT
	POCKET SQUARE	VOWS / VOW BOOK
	WRISTWATCH	GIFTS FOR GROOMSMEN
	BOUTONNIERE	PHONE
	UNDERWEAR	PHONE CHARGER
	HANDKERCHIEF	WALLET
	GROOMING KIT	SUNGLASSES
	COLOGNE	BREATH MINTS
NO	TES:	

★ BRIDESMAID'S ★ CHECKLIST

THE NECESSITIES	EMERGENCY SUPPLIES
POSITIVE ATTITUDE	SAFETY PINS
WEDDING TIMELINE/ITINERARY	EXTRA TIGHTS OR STOCKINGS
WEDDING INVITATION	PAIN RELIEVERS
BRIDAL PARTY CONTACT DETAILS	BAND-AIDS
CELL PHONE CHARGER (WALL/PORTABLE)	☐ MINTS OR GUM
SNACKS	
☐ WATER BOTTLE	PERSONAL CARE ITEMS
MINI PACK OF TISSUES	PERSONAL CARE HEMS
COPY OF YOUR SPEECH (IF APPLICABLE)	PERFUME
	LIP BALM
	DEODORANT
OUTFIT ESSENTIALS	NAIL KIT
REHEARSAL DINNER OUTFIT	
BRIDESMAID DRESS	SWEET SURPRISES
WEDDING SHOES	☐ BRIDESMAID GIFT
DANCING SHOES	EXTRA SMALL ITEMS FOR THE BRIDE (SUCH
	AS A HANDKERCHIEF)
HAIR & MAKEUP	
HAIR ACCESSORIES (PINS, CLIPS, ETC.)	
MAKEUP ESSENTIALS (LIPSTICK, ETC.)	
TOUCH-UP PRODUCTS (POWDER, ETC.)	
HAIRSPRAY	

★ GROOMSMEN'S ★ CHECKLIST

THE NECESSITIES	HAIR & GROOMING MUST-HAVES
POSITIVE ATTITUDE	HAIR GEL OR STYLING PRODUCTS
WEDDING TIMELINE/ITINERARY	SHAVING KIT (RAZOR, SHAVING CREAM, ETC.)
WEDDING INVITATION	COLOGNE
GROOMSMEN CONTACT DETAILS	DEODORANT
CELL PHONE CHARGER (WALL/PORTABLE)	DEODORANT
SNACKS	EMERGENCY SUPPLIES
WATER BOTTLE	EMERGENCY SUPPLIES
MINI PACK OF TISSUES	SAFETY PINS
COPY OF YOUR SPEECH (IF APPLICABLE)	EXTRA SHIRT OR TIE
	STAIN REMOVER PEN
	PAIN RELIEVERS
OUTFIT ESSENTIALS	MINTS OR GUM
REHEARSAL DINNER OUTFIT	
SUIT OR TUXEDO	
☐ DRESS SHOES	SWEET SURPRISES
SOCKS (EXTRA PAIR)	GROOMSMEN GIFT
BELT OR SUSPENDERS	EXTRA SMALL ITEMS FOR THE GROOM
TIE OR BOW TIE	
CUFFLINKS	
POCKET SQUARE	

↑ PHOTOGRAPHY SHOT LIST **↑** CHECKLIST

BRIDE'S DETAILS	GROOM'S DETAILS
 □ DRESS ON HANGER □ SHOES, JEWELRY, AND ACCESSORIES □ BOUQUET AND FLORAL DETAILS □ WEDDING INVITATION SUITE 	☐ CUFFLINKS, TIE, WATCH, SHOES ☐ BOUTONNIERE CLOSE-UP GROOM GETTING READY
BRIDE GETTING READY BRIDE HAVING MAKEUP AND HAIR DONE BRIDE PUTTING ON THE DRESS (WITH ASSISTANCE FROM MOTHER OR BRIDESMAIDS)	 ☐ GROOM TYING TIE/BOWTIE ☐ GROOM PUTTING ON JACKET, CUFFLINKS, OR SHOES ☐ PORTRAITS OF THE GROOM ☐ GROOM WITH GROOMSMEN
 CLOSE-UP OF FASTENING DRESS/BUTTONS/ZIPPING BRIDE PUTTING ON SHOES, VEIL, OR JEWELRY CANDID MOMENTS WITH BRIDESMAIDS PORTRAITS OF THE BRIDE (FULL LENGTH AND CLOSE-UPS) 	FIRST LOOK GROOM'S REACTION TO SEEING THE BRIDE BRIDE AND GROOM'S EMBRACE CANDID MOMENTS TOGETHER
BRIDE WITH HER PARENTS/SIBLINGS	

↑ PHOTOGRAPHY SHOT LIST **↑** CHECKLIST

CE	REMONY DETAILS	FA	MILY PORTRAITS
	EXTERIOR AND INTERIOR SHOTS OF THE		COUPLE WITH BOTH IMMEDIATE
	VENUE		FAMILIES
	ALTAR OR CEREMONY SETUP		COUPLE WITH EXTENDED FAMILY
	CLOSE-UPS OF PROGRAMS, FLORAL		MEMBERS
	ARRANGEMENTS, AND SEATING		INDIVIDUAL SHOTS OF BRIDE/GROOM
	GUESTS ARRIVING AND MINGLING		WITH PARENTS/SIBLINGS
CE	REMONY	WI	EDDING PARTY
	GROOM WALKING DOWN THE AISLE		BRIDE AND BRIDESMAIDS
	PROCESSIONAL: BRIDESMAIDS,		GROOM AND GROOMSMEN
	GROOMSMEN, FLOWER GIRL, RING BEARER		FULL WEDDING PARTY GROUP SHOT
	BRIDE WALKING DOWN THE AISLE		
	(CAPTURING GROOM'S REACTION)		
	CLOSE-UP OF HOLDING HANDS OR		
	EXCHANGING VOWS	CC	OUPLE PORTRAITS
	RING EXCHANGE		ROMANTIC POSES AT THE
	FIRST KISS		CEREMONY/RECEPTION SITE
	RECESSIONAL (COUPLE WALKING BACK		CANDID MOMENTS OF THE COUPLE
	DOWN THE AISLE)		LAUGHING OR WALKING
	GUESTS CHEERING OR THROWING		
	PETALS/CONFETTI		

↑ PHOTOGRAPHY SHOT LIST **↑** CHECKLIST

RE	CEPTION DETAILS	ΕX	TRA & CREATIVE SHOTS
	VENUE EXTERIOR/INTERIOR SHOTS		SUNSET OR GOLDEN HOUR PORTRAITS
	TABLE SETTINGS, CENTERPIECES, AND DECOR		OF THE COUPLE
	DETAILS		CLOSE-UP OF HANDS SHOWING
	WEDDING CAKE AND DESSERT TABLE		WEDDING RINGS
	ESCORT CARD TABLE OR SEATING CHART		CANDID SHOTS OF CHILDREN AT THE
	GUESTBOOK		WEDDING
			GUESTS LAUGHING, CHATTING, OR
			CLINKING GLASSES
RE	CEPTION MOMENTS		COUPLE SNEAKING A PRIVATE MOMENT
	COUPLE'S GRAND ENTRANCE		TOGETHER
	FIRST DANCE		GUESTS SIGNING THE GUESTBOOK OR
	PARENT DANCES (FATHER-DAUGHTER,		WRITING MESSAGES
	MOTHER-SON)		REFLECTION OF THE COUPLE IN MIRRORS
	TOASTS AND SPEECHES		OR GLASS SURFACES
	CAKE CUTTING		COUPLE WALKING AWAY HOLDING
	BOUQUET TOSS/GARTER TOSS		HANDS (BACK-FACING SHOT)
	CANDID DANCING SHOTS OF GUESTS		NIGHTTIME PHOTOS WITH CREATIVE
	COUPLE MINGLING WITH GUESTS		LIGHTING (E.G., FAIRY LIGHTS OR
	COUPLE'S SEND-OFF (SPARKLERS,		SPARKLERS)
	CONFETTI, ETC.)		COUPLE SHARING A PRIVATE "THANK
			YOU" MOMENT WITH PARENTS OR
			WEDDING PARTY

★ VIDEOGRAPHY SHOT LIST ★ CHECKLIST

ESTABLISHING SHOTS		GR	OOM GETTING READY
	VENUE EXTERIOR (WIDE-ANGLE AND DRONE SHOTS IF AVAILABLE) VENUE INTERIOR SETUP, INCLUDING EMPTY CEREMONY AREA CLOSE-UPS OF FLORAL ARRANGEMENTS,		GROOM ADJUSTING TIE, CUFFLINKS, AND BOUTONNIERE CANDID SHOTS OF GROOM WITH GROOMSMEN (LAUGHING, TOASTS, ETC.) GROOM READING A LETTER FROM THE
	SIGNAGE, AND DECOR		BRIDE (IF APPLICABLE)
BR	IDE GETTING READY	FIF	RST LOOK
	BRIDE'S DRESS HANGING ON DISPLAY CLOSE-UP OF JEWELRY, SHOES, BOUQUET, AND INVITATIONS BRIDE AND BRIDESMAIDS GETTING HAIR AND MAKEUP DONE BRIDE PUTTING ON THE DRESS (WITH ASSISTANCE)		GROOM WAITING IN ANTICIPATION BRIDE APPROACHING THE GROOM (CAPTURING BOTH PERSPECTIVES) GROOM'S REACTION TO SEEING THE BRIDE COUPLE'S EMBRACE AND CANDID MOMENTS
	CLOSE-UP OF ZIPPING/FASTENING DRESS AND VEIL PLACEMENT	CE	REMONY DETAILS
	EMOTIONAL MOMENTS WITH BRIDE AND HER PARENTS OR BRIDAL PARTY		GUESTS ARRIVING AND MINGLING CLOSE-UPS OF CEREMONY PROGRAMS, ALTAR DECOR, AND SEATING ARRANGEMENTS MUSICIAN OR DJ PLAYING PRE-CEREMONY
			MUSIC

★ VIDEOGRAPHY SHOT LIST ★ CHECKLIST

RECEPTION DETAILS

CE	REMONY	
	BRIDAL PARTY PROCESSIONAL (GROOMSMEN, BRIDESMAIDS, FLOWER GIRL, RING BEARER) BRIDE WALKING DOWN THE AISLE (CAPTURING GROOM'S REACTION) FULL SHOTS OF THE CEREMONY LOCATION AND ALTAR SETUP	 VENUE EXTERIOR/INTERIOR WITH DECOR TABLE SETTINGS AND CENTERPIECES WEDDING CAKE AND DESSERT TABLE ■ ESCORT CARDS/SEATING CHART ■ GUESTBOOK/SIGNING AREA
	CLOSE-UPS OF VOWS AND RING EXCHANGE	
	(CAPTURING AUDIO OF VOWS)	RECEPTION MOMENTS
	WIDE AND CLOSE-UP SHOTS OF THE FIRST KISS COUPLE WALKING BACK DOWN THE AISLE DURING RECESSIONAL GUESTS CHEERING, CLAPPING, OR THROWING PETALS/CONFETTI	COUPLE'S GRAND ENTRANCE FIRST DANCE (WIDE AND CLOSE-UP SHOTS) TOASTS AND SPEECHES PARENT DANCES CAKE CUTTING BOUQUET TOSS AND GARTER TOSS GUESTS DANCING AND HAVING FUN BRIDE AND GROOM MINGLING WITH GUESTS
	FAMILY HUGS AND CONGRATULATIONS	
	WEDDING PARTY CELEBRATING TOGETHER	
	ROMANTIC SHOTS OF THE COUPLE ALONE:	SPECIAL END-OF-DAY SHOTS
	WIDE SHOTS OF COUPLE WALKING HAND IN	SPARKLER/CONFETTI SEND-OFF
	HAND	VENUE LIT UP AT NIGHT
	CLOSE-UPS OF COUPLE LAUGHING,	CANDLE, FAIRY LIGHT, OR FIREWORK SHOTS
	EMBRACING, OR SHARING A KISS	FINAL SHOT: COUPLE WALKING OR KISSING

+ CON'T FORGET + CON'T FORG