



## THE PRIVILEGE IS MINE

### DAY OF WEDDING CHECKLIST

Use this "Day Of Wedding Checklist" to help you organize what still needs to be booked, purchased, ordered and taken care of specifically for the **day of your wedding**. What I find to be helpful when organizing multiple weddings at once is, sectioning off the wedding day into 4 parts and creating a list (specific to each couple) of what is needed in each section. This helps me zoom-in on the details. Of course, every couple is unique and every wedding is unique, this is a general checklist, please feel free to ignore/cross-off what doesn't apply to you and add in what does.

#### GETTING READY (All of this is optional and will change with each couple)

- Hair and Make-Up Artist
- Photographer
- Videographer
- Emergency kit (Steamer, sewing kit, first aid, hair accessories, etc.)
- Food & Drinks (For yourself and your wedding party)
- Wedding party gifts
- Dress and/or suit
- Clothes to change out of
- Change of shoes
- Transportation (from getting ready location to venue, if needed)
- Other

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**PRE-CEREMONY (All of this is optional and will change with each couple)**

- Guest book
  - Gift box
  - Escort cards/seating chart
  - Welcome sign/other signage
  - Family pictures in frames
  - Lighting
  - Other small decor
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**CEREMONY (All of this is optional and will change with each couple)**

- Marriage license
  - Rings
  - Florist
  - Ceremony structure (arch chuppah etc)
  - All religious/traditional items needed for ceremony OR officiant
  - Officiant
  - Live Music (If applicable)
  - "Reserved seating signs" (TPIM provides these, if needed)
  - Floral decor for chairs/aisle
  - Programs
  - Chairs
  - Ceremony floor plan
  - Other:
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**COCKTAIL HOUR (All of this is optional and will change with each couple)**

- # of Cocktail tables -----
- Caterer
- Bartenders
- Beverages
- Ice
- # of hors d'oeuvres passed -----
- Food stations (If applicable)
- Bar (or satellite bars)
- Signature cocktail
- Cocktail bar signs
- Personalized napkins (If applicable)
- Flip of room (if applicable)
- Other

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**RECEPTION (All of this is optional and will change with each couple)**

- # of Dinner Tables
- Color of Table Linens
- Color of napkin linens
- Table decor/arrangements
- Menu Cards
- Table Numbers
- Favors
- Signage
- Photobooth (If applicable)
- Photobooth Props (if applicable)
- Band/DJ
- Cake/Desserts
- Candles/Votives
- Other



ADD ONS and NOTES