

This is my checklist I both give to the bride and have my own copy About a month before the wedding, we go over it together to make sure we are on the same track and all bases are covered. Obvious it has been adapted to suit my preferences and doesn't cover every conceivable variation in planning but it does cover what I consider to be the little details that can get lost in the bigger plans.

SOUND

Ceremony

- Who is operating the sound for the ceremony?

- Have you paid this person an honorarium/fee?

- Does this person have all pertinent information as to wedding date, rehearsal date and times, sound requirements? _____
- Is he/she invited to the rehearsal dinner? (Should be!)

Reception

- Who is the Master of Ceremonies for your reception?

- Does he/she know the sequence of reception events?

- Does he/she know the names of the attendants to be announced upon presentation and their order of presentation? _____
- Who is DJing your wedding?

- Have you given the DJ a CD of preferred music at least a week in advance and of suitable recording quality?
- Did you remember to write a thank you note?

Notes:

MUSICIANS

Ceremony

- Pre-Ceremony music _____
 - Seating of grandmothers music _____
 - Seating of mothers music _____
 - Mothers lighting unity candle _____
 - Groom and groomsmen enter _____
 - Bridesmaid Processional music _____
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- Bride's Processional music _____
 - Communion music _____
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- Recessional music _____
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- How many worship/special songs in the ceremony? _____
 - What are they? _____
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- Do you have the sheet music for special music? _____
 - Who have you asked to sing at the wedding? _____
 - Who are the musicians? _____
 - What instruments? _____
 - Do these persons have all pertinent information as to wedding date, rehearsal date and times? _____
 - Are they well informed as to where their music fits into the ceremony? _____
 - Is he/she invited to the rehearsal dinner? _____
 - Have you written thank you notes to your musicians/singers? _____
 - Have you paid the honorariums? _____

Notes:

OFFICIANT (name)

- Contact information? _____
- Have you given him/her any special vows or changes in the ceremony you wish to incorporate? _____
- Who is designated to give him the honorarium? _____
- Have you sent him and his wife an invitation to the rehearsal dinner? _____
- Have you written a glowing letter of appreciation for performing the all important task of marrying you?

Notes:

SEAMSTRESS/DRESSMAKER (name)

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- Contact information? _____
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- Does your wedding dress and bridesmaids dresses pass the Modesty Check List? _____
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- Have you brought your dress to her for alterations at least 1 month before the wedding? _____
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- If your bridesmaids' dresses require alterations, have you brought them to her at least a month in advance? _____
- Have your bridesmaids paid the seamstress for alterations and modifications such as sewn in bras? _____
- Does she know she may be needed to bustle up the dress after the ceremony? _____
- Have you written your seamstress a thank you note? _____

Notes:

MAKE-UP/HAIR (name)

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- Contact information? _____
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- If you want hair and make-up for all your bridesmaids and yourself, have you communicated this to your make-up artist/hairstylist? _____
- Does she know the exact time she needs to finish before photos? _____

You will need to communicate with your bridesmaids to clear up who is paying to have the bridesmaids' hair put up. If YOU want their hair up, then you should arrange to pay for it. If THEY want their hair up and you don't care one way or another, the bridesmaids should each pay for their own hair styling.

- Have all your bridesmaids paid the hairstylist/make-up artist for her services? _____
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- Have you sent her a thank you note? _____

Notes:

FLORIST(name)

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- Is this florist expecting to use the church kitchen to arrange flowers? _____

- If so, have you informed the caterer of this? _____
- Who is responsible for removing floral arrangements? _____
- Where are they to be put? _____
- Have you informed the florist of any building/decorating restrictions the ceremony and reception venues may have? _____
- Is your florist expecting to use the church refrigerators to store flowers? Does the caterer know this? _____
- Who is responsible for making sure which flowers go to particular people in the wedding party? _____
- If your florist is not from the church, does she know when and how she can access the building? _____
- Special flowers for non-wedding party? _____

Notes:

CATERER (name) _____

- Contact information? _____
- Does the caterer have proof of liability insurance? _____
- Do you plan on providing a dinner to the wedding party between photos and the ceremony? _____
- If yes, what? _____
- Has the reception caterer been informed of this? _____
- Does your caterer know what to do with leftovers? _____
- Have you given caterer a final guest count? _____
- Are you planning on using the building/kitchen for a rehearsal dinner? _____
- Who is catering the rehearsal dinner? _____
- Who is responsible for cleaning up after the rehearsal dinner? _____
- If using a non-church caterer, have you informed them of church building policies and the need for proof of liability insurance? _____

Notes:

CAKE BAKER(name) _____

- Contact Information? _____
- Called to confirm delivery one week prior to wedding? _____

Notes:

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VIDEOGRAPHER (name) _____

- Contact Information? _____
- Have a contract? _____
- Given a copy of the contract to your wedding coordinator? _____
- Have you informed the videographer of any restrictions the church/facility may have on videography? _____
- Called one week prior to the wedding to verify information? _____
- Arranged for videographer to meet with photographer to coordinate services? _____

Notes:

PHOTOGRAPHER (name) _____

- Contact Information? _____
- Have a contract? _____
- Given a copy of the contract to your wedding coordinator? _____
- Have you informed the photographer of any restrictions the church may have on photograph _____
- Scheduled bridal portrait? When? _____
- Where? _____
- Given the photographer your Photo List yet? _____
- Called one week prior to the wedding to verify information? _____
- Arranged for photographer to meet videographer so they can coordinate their services? _____

Notes:

READERS

- Who have you asked to do a reading? _____
- What readings are those? _____
- Do the readers have the text printed out? _____
- Do they know their position in the ceremony schedule? _____
- Have you invited them to the rehearsal dinner? _____
- Have you written them a thank you note? _____

Notes:

ATTENDANTS

- Have you made arrangements for accommodations for out of town attendants?
Where? _____
- Have you purchased your attendants gifts? _____
- Wrapped attendant gifts? _____
- How are the bridesmaids/groomsmen being transported to the reception if reception is in a separate location from church? _____
- Have you sent invitations to your bridesmaids for the bridesmaid luncheon?

- Have you shared names/addresses/email/phone numbers of all attendants with each other?

- Have you clearly communicated your attendants what their financial responsibilities are and what you are financial responsible for?
 - Tux Rental
 - Dress and shoes purchase
 - Hair
 - Make-up
 - Nails
 - Alterations
 - Accommodations

BEST MAN (name) _____

- Contact Information?

- Does he have the bride's ring?

- Does he have the officiant's fee?

- Has he been alerted that he is giving the toast at the reception?

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-
-
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MAID OF HONOR (name) _____

- Contact Information?

- Knows she is to assist the bride at altar with bouquet, train and veil?

- Does she have the groom's ring?

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-
-
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MISCELLANEOUS

- Who is providing the communion elements?

- Who is preparing them for communion at the front of the church?

- Who does the communion chalice/plate belong to and do they know to take it home afterwards? _____
- Who is taking your cake top home for freezer storage?

- Do they know to bring a Tupperware container? _____
- If you have candelabras/unity candles for the ceremony, who is lighting them?

- Who is responsible for gathering up the following after the wedding:
 - guest book

 - unity candles

 - bride's gown

 - special item

- Who is removing your wedding gifts and where are they being put?

- Do they have a key to your home? _____
- Who is taking your wedding dress home?

- Who is returning the groom's tux to the rental store?

- Pet care while on honeymoon?

PAPER

Invitations

- Compile guest list
- Selected your invitations? _____
- Ordered invitations? _____
- Once arrived, check the spelling and information? _____
- Create a map and guest information? _____
- Double check postage requirements for fully stuffed invitation? _____
- Mailed invitations at least 6 weeks prior to wedding? _____

Programs

- Chosen a program design? _____
- Double check your spelling and information? _____
- Create the program at least one week prior to wedding?
- Delegated someone to take possession of programs to bring to ceremony?
- _____
- Who is distributing the programs?

Menu Cards

- Confirm menu with caterer? _____
- Design menu cards
- Who is placing cards at each seat?

Seating cards

- Design seating cards
- Arrange seating chart/assign seating
- Who is responsible for setting the seating chart?

FAVORS/BIRDSEED/BUBBLES/RICE

- What type of favor are you having? _____
- Have you bought or made the favors at least 2 weeks before the wedding? _____
- Who is responsible for bringing the favors to the reception?

- Are they being placed at each table setting or handed out? _____
- Have you confirmed with the facility that you are allowed to throw rice/confetti/rose petals/bubbles/sparklers? _____
- What are your guests tossing at you? _____

CHAIR ARRANGING

- Do you need to rearrange the auditorium chairs for the reception? _____

- How many chairs are you planning on moving? _____
- Do you have a "map" of how the room should look for the reception? _____
- Has this map been xeroxed and given to the head chair master? _____
- Who is responsible for coordinating the chair arranging? _____

Who are the persons willing to commit to moving the chairs during the interim between ceremony and reception?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Who is responsible for putting the chairs back in place after the reception?

_____	_____
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Who are the persons willing to commit to putting the auditorium chairs back in place?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BUILDING CLEANING

Have you arranged for building clean-up after the wedding?

Who is this

Have they been informed as to the date and times of the wedding?

Have you paid their cleaning fee?

Are you planning on throwing birdseed? Rice? Confetti?

Who is responsible for tidying up the outside of the building?

Have you written the clean-up people thank you notes?

