

# Wedding Checklist

## General Information

### Date of Wedding:

### Ceremony

Location:

Confirmed \_\_\_

Address:

Phone:

Time:

Number of guests:

### Reception

Location:

Confirmed \_\_\_

Address:

Phone:

Time:

Number of guests:

## Participants

*Add lines to the tables as needed*

Confirmed	Wedding Party	Phone
x	Bride:	
x	Groom:	
	Mother of Bride:	
	Father of Bride:	
	Mother of Groom	
	Father of Groom:	
	Maid of Honor:	
	Best Man:	
	Attendant 1:	
	Attendant 2:	

Confirmed	Other Participants	Phone
	Minister:	
	Photographer:	
	Wedding Planner:	
	Soloist:	
	Organist/Pianist:	
	Other Musicians:	
	Guest Book Attendant:	
	Florist:	
	Custodian:	
	Sound/Tech:	
	Lighting:	
	Copier for Wedding Bulletin:	

## Rehearsal Checklist

Note: The bride and groom should be careful to work out all the details—even those that may seem insignificant—before the rehearsal. Expand the list below as needed.

Confirmed	To do
	Introduce participants
	Locate dressing and/or entry rooms
	Instruct ushers and practice with them
	Designate places for participants to stand during the ceremony
	Have bridal party enter and find places (without music, to save time)
	Go through processional, ceremony details, and recessional with music as planned
	Repeat until all are confident
	Provide any other instructions about a rehearsal dinner or pictures

## Reception

Person in Charge:

Phone:

Confirmed	Other Participants	Phone
	Caterer:	
	Baker for wedding cake:	
	Master/Mistress of Ceremony:	
	Custodian:	
	Punch Server:	
	Sound/Tech:	

Confirmed	Other Participants	Phone
	Prayer:	
	Toast:	
	Printed Material:	

**Other Questions to Consider:**

1. Photos prior to ceremony or after?
2. Does the reception hall need to be decorated or are there special pictures/items that need to be placed? When? By whom?
3. If after, are the guests informed of the delay before the reception? How?
4. Where will the gifts be placed?
5. Will gifts be opened by attendants? When? Or Will gifts be left unopened for bride and groom?
6. When opened who will keep track of the name of the giver?
7. Seating arrangements?
8. Serving arrangements?
9. How will the reception begin?
10. When will the bride/groom cut the cake?
11. Is there a program? If so what, who is planning, and is there any printed materials? Who is taking care of details?
12. How will the reception end?
13. What will be done with the flowers?
14. If changing before they leave, who will take care of the bride and groom's formal attire?
15. Who is responsible for transporting the gifts? Where?