



Wedding Planner Checklist

SUMMARY (Reservations & Services)

- Bridal/Formal Wear
- Cakes & Candies
- Catering
- Ceremony Music
- Ceremony Site (Church)
- Ceremony Backup Plans (Weather)
- Dance Lessons
- Decorations
- Disc Jockey / Band
- Favors & Gifts
- Flowers
- Health & Beauty
- Honeymoon Plans
- Hotel Reservations
- Invitations & Programs
- Jewelry / Rings
- Officiant
- Photo Booth
- Photographer
- Reception Venue / Dance Hall
- Registry
- Tent(s), Tables & Chairs
- Transportation / Limo
- Videographer
- Wedding Planner

Wedding Party/Attendants

- Maid of Honor
- Best Man
- Bridesmaids
- Groomsmen
- Ring Bearer
- Flower Girl
- Ushers
- Personal Attendant/Assistant
- Guest List

Invites & Programs

- Save the Date Card
- Wedding Invitations
- RSVP Cards
- Maps
- Envelopes
- Programs
- Guest Book
- Place Cards
- Table Cards
- Scroll Rings
- Bookmarks
- Thank You Cards
- Matches
- Napkins
- Personalized Note Pad
- Slideshow

Formal Attire

- Bridal Gown
- Bridal Headpiece
- Bridal Slip
- Bridal Shoes
- Bridal Handbag
- Ribbon
- Bridal Hosiery
- Bridal Garter(s)
- Bridal Gloves
- Something Old, New, Borrowed...
- Lingerie
- Bridesmaids' Dresses
- Plume Pen
- Bridesmaids' Shoes
- Sixpence Coin for Your shoe
- Mothers' Dresses
- Tuxedo Rental
- Tuxedo Shoes
- Engraving
- Men's Formal Hose
- Ring Bearer Pillow
- Gown Preservation

Rehearsal (Shower Dance/Dinner)

- Bachelor & Bachelorette Party
- Facility
- Transportation (You and Guests)
- Wedding Party Gifts
- Gifts for Each Other
- Caterer/Restaurant/Club
- Bar/Liquor
- Glasses & Dishes
- Toasting Glasses
- Tables & Chairs
- Tablecloths & Napkins
- Decorations
- Coffee, Tea & Cups
- Centerpieces
- Flower Arrangements
- Entertainment (DJ/Band)
- Coordinator
- Special Permits

Flowers

- Bride's Bouquet
- Boutonnieres
- Pew Bows
- Throw Away Bouquet
- Centerpieces
- Headpieces
- Bridesmaids Bouquets
- Aisle Runner
- Centerpieces
- Alter Arrangements
- Archway
- Corsages

Ceremony

- Church/Event Center
- Officiant
- Marriage License & Certificate
- Officiant Fee
- Programs
- Music & Musicians/Choir
- Wedding Rings
- Pen & Guest Book
- Guest Book Table
- Outdoor Sign
- Sound System For Speeches
- Chairs & Tables
- Alter Arrangements
- Pew Bows/Decor
- Music (DJ/Band)
- Photographer
- Videographer
- Limousine (transportation)
- Unity Candle/Holder
- Pillars/Pedestal
- Arch
- Aisle Runner
- Kneeling Bench
- Other Candles
- Backdrop
- Parking Arrangements
- Gratuities
- Picture & Stand
- Special Permits
- Flower Girl Basket
- Boutonnieres
- Ring Pillow
- Corsages
- Bouquets
- Decorations

Notes:

Reception

- The Location / Venue
- The Caterer & Menu
- Flatware
- Tables & Linens (head table)
- Chairs & Covers
- Dinnerware
- Hors d'oeuvres/snacks
- Napkins
- Glassware
- Water Pitchers
- Toasting Glasses
- Coffee, Tea (makers)
- Lemon, Milk Creamers, Sweeteners
- Wedding Cake (Knife)
- Servers
- Punch Bowl
- Cake Topper
- Cups, Saucers & Spoons
- Wedding Card Box
- Bartender
- Candles & Holders
- Liquor & Ice
- Decorations
- Guest Favours
- Centerpieces
- Valet Parking
- Transportation
- Entertainment (DJ/Band)
- Security
- Serving Staff
- Tent
- Dance Floor
- DVD, Projector, Screen & Laptop

Other:

Other:

Other:

Other:

Other:

Other: