

Wedding Planner Checklist

– Wedding Party/Attendants

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

– Other –

- ☐ Honeymoon Planning
- ☐ Hotel Reservations (You & Guests)
- ☐ Rings
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

– 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
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

– Shower Dance/Dinner –

- ☐ Bachelor & Bachelorette Party
- ☐ Facility
- ☐ Caterer/Restaurant/Club
- ☐ Bar/Liquor
- ☐ Glasses & Dishes
- ☐ Toasting Glasses
- ☐ Tables & Chairs
- ☐ Tablecloths & Napkins
- ☐ Decorations
- ☐ Coffee, Tea & Cups
- ☐ Entertainment (DJ/Band)
- ☐ Coordinator
- ☐ Special Permits
- ☐ _____
- ☐ _____
- ☐ _____

– Rehearsal –

Shower Dance/Dinner

- ☐ Facility
- ☐ 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)
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- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

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- ☐ Matches
- ☐ Napkins
- ☐ Personalized Note Pad
- ☐ Slideshow
- ☐ _____
- ☐ _____
- ☐ _____

MN *Prá* DJ

Wedding Planner Checklist

— Ceremony —

- [illegible]

— Reception —

- ☐ The Location
- ☐ The Caterer & Menu
- ☐ Flatware
- ☐ Tables & Linens (head table)
- ☐ Chairs & Covers
- ☐ Dinnerware
- ☐ Hors d'hoefurves/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
- ☐ Projector, Screen & Laptop

— Flowers —

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

— Miscellaneous —

- [illegible]