



PHAEDRA LIAKOU

EVENT DESIGN CREATIVE STUDIO

The Tactical & Comprehensive Wedding Check List

The below is a comprehensive list of tasks that need to be completed prior to the wedding day.

Service

Booked priest/celebrant

1. Have confirmation in writing
2. If it is a religious service, are you required to make a donation to the priest on the day? If so, who will be responsible for doing this for you?

Service venue

1. Have confirmation in writing.
2. If it is an outdoor venue, is there a contingency?
3. Do you require a permit for a public venue?
4. What will the site supply? (prayer books/red carpet/chuppah/wine)

- goblets/flowers) etc
5. Will you require any hire equipment e.g. extra chairs, columns, arches, candelabra etc?
 6. Is the venue large enough for the number of guests? Additional seating required?
 7. Have you discussed any restrictions on venue i.e. music, guest numbers, time, decorations, photography?
 8. Have you discussed any restrictions on attire (e.g. sleeveless dresses on the ladies)?

Service Preparation

1. Will you need a rehearsal? Have you booked a rehearsal time?
2. Do you select readings, or are you given a choice from the priest/celebrant? Have you selected any readings necessary and distributed copies in advance to the readers?
3. Have you checked with celebrant whether you are able to write your own vows if you want?
4. Have you requested a copy of a standard ceremony, or a book to compile the order of service from?
5. Is pre-wedding counselling required? If so, has it been booked?
6. Finalise overall structure of the ceremony e.g. readings, lighting candles, special rituals, ushers etc as well as who will participate in each.

Items Required for Service

1. Will it be a religious service? Is there anything specific required e.g. Chuppah, crowns for Greek Orthodox, Unity Candle for Christian services etc
2. What kind of music do you have in mind: pre recorded/vocalists/instrumental? If you are having pre-recorded music, have you delegated someone to control this?
3. Will you be having rose petals when leaving service?
4. Will you be requiring a red carpet, is this included in the venue hire?
5. Will you be having a ring bearer? If so, do you need to arrange a ring pillow?
6. What kind of decorations will you need? E.g. flowers for the church, pews, etc. Do these have to be taken with you at the end of the service and if so, who is responsible?
7. Do you require any “Reserved” signs for seating the Bride & Groom' s family?

Reception room

1. Booked venue and have written confirmation.
2. If the venue is outdoors, do you require a permit? Do you need to think about contingencies?
3. Booked toastmaster or MC? Or does the venue offer one inclusive of price?
4. Do you need to take a picture of the site to help you with hiring decor,

- florists etc?
5. Is the venue all inclusive (site and food) or is it room only?
 6. If it is room only, what rentals are required? I.e. caterers, cooking facilities, dinnerware, lighting, tables, dance floors, tent, chairs, linens, cake tables
 7. Can you arrange tastings from caterers?
 8. Does the room have adequate power outlets for food prep, audio and lighting?
 9. Is there adequate lighting? Who will control lighting during the reception?
 10. Is there a dance floor, or do you need to hire?
 11. Does the site have public liability insurance?
 12. Do you need any security?
 13. Confirmed #s, how many people will the venue comfortably hold?
 14. Are you allowed to bring your own alcohol? Additional alcohol required for table spirits, wine etc

Decorations & Styling

1. Are there any restrictions on entertainment, decorations etc
2. Seating plan supplied by the venue? Seating chart printed for display
3. Place cards
4. Table arrangements (e.g flowers, candles etc) provided or BYO?

5. Are you having bonbonniere? If you are creating yourself when do they need to be delivered to the reception?
6. Menu cards required?

Entertainment

1. Any entertainment, DJs/Bands – confirmation in writing?
2. Confirm with entertainers that they are wearing appropriate attire
3. Brief them on the kind of music you would like to be played
4. Confirm music selection for key moments in reception e.g. introductions, first dance, father of the Bride dance etc
5. Any special music selections required or CD mixes to be created. Who will be responsible for this on the day?

Logistics

1. Any special requirements for the B&G on the day e.g. going away bags to be delivered in advance to hotel, Brides dress & Grooms suit to be collected from hotel.
2. Gifts on the day – who is responsible for taking them home? Wishing well, where will the well be placed, and who is responsible for looking after?
3. Will any of the vendors be requiring payment on the day, e.g. sometimes where there is overtime required – say for cars – who will be paying for this?

Guests

1. Guest transport – how far is the reception from the service site? Do you need to arrange any transport for guests/special guests/out of towners etc
2. Guests to be looked after with any special needs, disabilities or special dietary requirements
3. Any other special considerations with family and/or friends?
4. Will you have any children attending the wedding, do you need to organise a babysitter for a small group, will there be a separate children's room?
5. Is there sufficient parking for the guests, are there any constraints?
6. Confirm guest list

Wardrobe

BRIDE

1. Selected dress for the Bride?
2. Any matching accessories required e.g. underwear, garter, slip, stockings, heels, shoes, flats, wrap, purse, jewellery.
3. Confirmation of the order in writing
4. If you are having the dress made, will the tailor be there to dress you on the day?
5. When the dress arrives, try it on and check it carefully, have the

bridesmaids do the same

6. Will the dress require any ironing on the day?

BRIDESMAIDS

1. Selected bridesmaids & flower girl dresses
2. Any matching accessories required e.g. underwear, garter, slip, stockings, heels, shoes, flats, wrap, purse, jewellery.

GROOM & GROOMSMEN

1. Confirmation of the order in writing
2. Groom & Groomsmen to have measurements taken. Any out of towners to send measurements
3. Will you need any matching accessories (ties, cuff links etc, socks! Etc).
4. Arrange suits well in advance, particularly if you are getting married at a popular time of year.
5. Who will be responsible for dropping the suits back? Particularly the Groom!

Hair & Make-up

1. Hair & make up booked? Confirm prior to the day. Take into consideration close family and friends who may also want appointments
2. Require trials?

3. Choose & purchase cosmetics for touch ups at the reception e.g. lipgloss, compact
4. Purchase a mini hairspray and comb for touch ups at the reception

Photography

1. Booked and confirmed photographer in writing
2. Is the photographer opened to having a list of people who you must have pictures with?
3. Videographer required? Confirmation in writing?
4. Have the videographer & photographer worked together in the past?

Flowers

1. Booked and confirmed florist in writing. Consider the following:
Bouquets (Brides and Bridesmaids), throwaway bouquet, boutonnieres (groom, groomsmen & dads), corsages (mothers, grandmothers), floral head wreath (flower girl), ceremony arrangements (alter, aisle etc), petals for guests to toss, reception arrangements (centrepieces, head table, cake table, arches over doors etc).
2. Are you able to supply the florist with any images of the venues they will be decorating i.e. dresses (fabric swatches too), service & reception?
3. Check regarding delivery of flowers. Will the florist drop flowers off at the wedding, or will they provide a full service set up?
4. If you are considering preserving your bouquet brief this in to the florist in advance

Invitations

1. Choose invitations: DIY/Offset/Stationer/Calligrapher / Other. Any assistance needed for creating invitations e.g. DIY jobs, finding suppliers for difficult requests, or help in creating artwork.
2. Choose RSVP cards: who will be managing RSVPs? Start compiling names and addresses with list supplied.
3. Save the date cards required?
4. Any other inserts required e.g. accommodation, directions, registry information. Require any assistance with creating this artwork?
5. Choose order for order of service. Religious service? Typesetting of service required?
6. Choose thank you cards.
7. Return Address Labels required?
8. How do you plan to address: Labels/Handwritten/Calligraphy?
9. Do you want special postage stamps or hand delivery required?
10. Confirmed the wording of all stationary.
11. Confirm you will be receiving and signing off on proofs.
12. Confirm the order in writing.
13. Invitations posted 2 months prior to wedding.

Cake

1. Booked and confirm cake in writing
2. Will you be garnishing your cake with fresh flowers? If so, who will be responsible for this?
3. Will you be saving the top tier of the cake, if so check that you have selected a cake mix suitable for this.
4. Will they deliver and set the cake up?
5. If it is an outdoor wedding, will the cake be suitable for the weather (e.g. melting icing etc).
6. Attend tasting if possible

Transport

1. Booked and confirmed transport in writing
2. Ensure any amenities you require are also confirmed in writing e.g. bar, umbrellas in case of wet weather, red carpet
3. Is the driver happy to do any overtime if required? If so how will they require payment?
4. Will drinks be provided during photographs?

Honeymoon

1. Require some honeymoon ideas? Do you need to find suitable agent?
2. Will agent arrange all bookings for you: airline, accommodation, visas,

transfers, insurance

3. Are you to collect your travel documents, or will they be delivered?
4. Arrange any immunisations
5. Have a copy of your itinerary, and given copies to your family at home, along with a copy of your passport.
6. Where will your wedding gifts be stored while you are away? Arrange to have someone look after them until your return.
7. Will you need to arrange house sitters/pet minders/someone to collect mail while you are gone?
8. Will you need to cancel cleaners, ironing ladies, other services?
9. Will you need to arrange someone to make payments on any bills while you are gone?

xoxo

Phaedra