

Wedding Day Checklist

An hour-by-hour wedding day checklist covering morning prep, the ceremony, the reception, and the emergency kit.

Night Before and Early Morning

- ☐ Lay out attire, shoes, and accessories for everyone getting ready together.
- ☐ Charge all phones, cameras, and speakers fully.
- ☐ Confirm the morning timeline with the wedding party.
- ☐ Set out the rings, vows, and marriage license in one safe spot.
- ☐ Eat a real breakfast and stay hydrated.
Meals often run late on a wedding day, so fuel up early.
- ☐ Steam or press any garments that wrinkled overnight.

Getting Ready

- ☐ Start hair and makeup on schedule, finishing with the couple.
- ☐ Play music and keep the mood relaxed in the getting-ready space.
- ☐ Capture detail shots of the dress, rings, and invitations.
- ☐ Help the couple into attire with time to spare.
- ☐ Pin boutonnieres and hand out bouquets before photos.
- ☐ Do a final mirror check and touch up before heading out.

Pre-Ceremony Logistics

- ☐ Confirm all vendors have arrived and are set up.
- ☐ Seat any guests who need early assistance or special seating.
- ☐ Hand the rings and license to the officiant or designated holder.
- ☐ Line up the processional and review the cue order.
- ☐ Distribute programs and direct guests to their seats.
- ☐ Take a quiet moment alone before walking down the aisle.

The Ceremony

- ☐ Start the processional on the agreed cue.
- ☐ Exchange vows and rings as planned.
- ☐ Sign the marriage license with your witnesses.
- ☐ Lead the recessional and gather the party for the exit.
- ☐ Move into family and couple portraits during cocktail hour.
A shot list keeps group photos quick and complete.
- ☐ Send guests toward the reception with clear directions.

The Reception

- ☐ Coordinate the grand entrance with the DJ or band.
- ☐ Share the first dance and any parent dances.
- ☐ Cue toasts and confirm who is speaking and when.
- ☐ Open the meal service and make sure the couple actually eats.
- ☐ Cut the cake and start open dancing.
- ☐ Toss the bouquet or run any chosen traditions.
- ☐ Coordinate the send-off and gather personal items before leaving.

Emergency Kit and Essentials

- ☐ Pack safety pins, a sewing kit, and double-sided fashion tape.
- ☐ Include stain remover, blotting papers, and a lint roller.
- ☐ Carry pain relievers, bandages, and antacids.
- ☐ Add deodorant, breath mints, and extra makeup for touch-ups.
- ☐ Bring a phone charger, snacks, and bottled water.
- ☐ Tuck in flat shoes for dancing and a small cash reserve.

Assign one person to carry the kit so it is always nearby.