

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Things to take care of a week or more before your wedding day Worksheet

**You will need to bring items and to appoint Helpers for different tasks too!
Mark each item as **DONE** when you complete it.**

Your marriage license	Give it to the officiant ahead of time	
Arrange with the officiant to seat your families in the front rows during the ceremony.	Appoint a helper to secure that any special item you need will be ready for you.(Unity Candles, Breaking Glass, Gifts for your Children etc)	•
Have flat shoes if you plan to change from your high heels	○	○
Prepare an emergency kit that includes	Bobby pins Other hair accessories Hair spray Lipstick Other makeup Nail file Tissues Water Snack Mints Pain reliever First aid kit Tampons Sewing Kit Safety Pins Tide to go	○
Overnight Bags for the bride and for the groom your wedding night	Make sure to get it to the hotel.	○
Cash, Credit cards and ID	Place Tips and or overtime for the vendors in pre-assigned envelopes. Have your parents give out the envelopes to the vendors.	○
Arrange for vendors meals	With the caterer.	○
Create your music selection	Give it to the person in charge of entertainment.	○
Arrange for transportation for bride and groom, family and Wedding Party. Especially if the ceremony and the reception will be in different locations	Appoint a Helper to arrange for transporting and storing your gifts while you are on your honeymoon, and how to retrieve them when you return.	○
At the Rehearsal Dinner Appoint a Helper to set up place cards and centerpieces OR Sometimes during the week hand them to the venue manager.	Most venue managers will be glad to set up your place card but will shy away from setting centerpieces.	○

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Wedding Accessories	<p>Guest Book and Pen Unity Candles and Candle Holder Flower Basket Ring Pillow 2 Garters 1 for bride 1 to throw Bride's Money Bag Cake Knife and Server Champagne Flutes</p>	
		○
<p>Appoint a Helper to be in charge of the wedding timeline and to have full contact info for the vendors too.</p>	<p>to make sure everything goes as scheduled, and be there if there are any questions or problems during the reception.</p>	○
<p>Appoint a Helper to supervise a cleaning crew after the wedding</p>	<p>This is if you have your wedding is in a venue that does not include a cleaning service. If for example your wedding takes place in the social hall at your place of worship, or in a club house etc..</p>	○
<p>Communicate with each of your Vendors. Go over, confirm and re-confirm ALL of the wedding day's details</p>	<p>Be sure to Provide all wedding professionals with phone number to call in case of an emergency on your wedding day.</p>	○
<p>Give the venue/caterer the final headcount. Also let the venue manager know of every vendor who has special requests for set-up.</p>	<p>Remember to Include your vendors, in your head count as they expect to be fed. Ask each vendor for a headcount.</p>	○
<p>Provide both the reception and ceremony managers with a detailed time schedule.</p>	<p>Let them know what each vendor's deliver and setup time is, as well as each of their contact numbers.</p>	○
<p>Verify with the limousine or car rental company how many vehicles will be transporting.</p>	<p>Confirm the exact pickup times and at which locations. Go over how many riders per vehicle per location.</p>	○
<p>Confirm your beauty appointments</p>	<p>You may schedule beauty treatments for your mothers and wedding party.</p>	○
<p>Prepare welcome baskets for out of town guests and have them placed in your guest's rooms.</p>	<p>Arrange to transport guests from the airport to the hotel.</p>	○

NOTES: