

## 01 Know the Vision

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- ☐ Vision confirmed : traditional, adventure, micro-wedding, courthouse, destination
- ☐ Guest count confirmed : just the two, witnesses only, or micro group (under 20)?
- ☐ Witness requirement confirmed : does their state/county require witnesses for the marriage license?
- ☐ Tone confirmed : romantic, adventurous, spiritual, non-traditional, unconventional
- ☐ Non-negotiables identified : what the couple absolutely must have on this day
- ☐ What is wanted to be left out intentionally : no florals, no cake, no photos (confirm by design not default)
- ☐ Family communication plan : do family members know? Is that intentional?

## 02 Legal & Logistics

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*Marriage license requirements vary by state and county. Confirm early.*

- ☐ Marriage license : obtained, or confirm where and when couple will get it
- ☐ License validity window confirmed : some licenses expire if not used within X days
- ☐ Officiant confirmed : legally ordained in the state where ceremony takes place
- ☐ Witness requirement : how many, who, confirmed to be present
- ☐ Location permits : public land, national parks, state parks may require permits
- ☐ Photography permit required at location : check before booking photographer
- ☐ Parking at ceremony location confirmed
- ☐ Accessibility of location for couple and any guests

## 03 Location Scouting

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*For outdoor or non-traditional locations : visit in person or confirm via trusted photographer who knows the spot.*

- ☐ Location confirmed and locked
- ☐ Backup location identified in case of weather or access issues
- ☐ Sun position at ceremony time confirmed : golden hour, shade, or direct sun
- ☐ Cell service at location confirmed
- ☐ Drive time and parking confirmed : how long from getting-ready location to ceremony site
- ☐ Weather patterns for location and time of year noted
- ☐ Any permit or reservation for location confirmed and in hand
- ☐ Private property : written permission from owner obtained if applicable

## 04 Vendor Team

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*Elopements often have a lean vendor list. Confirm every role intentionally.*

- ☐ Officiant : confirmed, script reviewed, timing confirmed
- ☐ Photographer : confirmed, timeline shared, travel to location confirmed
- ☐ Videographer : if applicable, confirmed and briefed

- ☐ Florals : bouquet, boutonniere, or none. Confirmed by couple's choice
- ☐ Hair & makeup : location, timing, travel confirmed
- ☐ All vendors have ceremony location address and parking instructions
- ☐ All vendors briefed on the tone and vibe : this is not a traditional wedding timeline
- ☐ Celebratory meal or experience after ceremony : reservation confirmed if applicable

## 05 Day-of Timeline

*Elolements feel loose but still need a timeline. Build one and share it.*

- ☐ Getting-ready start time confirmed
- ☐ Travel time to ceremony location accounted for
- ☐ Buffer time built in : elopements run on emotion, not a schedule
- ☐ Ceremony start time confirmed with officiant
- ☐ Photo time after ceremony planned : couple portraits, location shots
- ☐ Post-ceremony plan confirmed : meal, adventure, celebration, or quiet time
- ☐ Timeline shared with all vendors and couple

## 06 Weather & Contingency

- ☐ Forecast checked 72 hours out and morning of
- ☐ Rain or weather contingency plan confirmed with couple
- ☐ Backup location or covered option identified
- ☐ Couple prepared for outdoor conditions : temperature, terrain, footwear
- ☐ Wind : florals, veil, candles secured or alternatives ready
- ☐ Couple knows the backup plan and has approved it

## 07 Personal Details

- ☐ Vows : written, printed, or memorized; confirm couple has what they need
- ☐ Rings : confirmed couple has them the morning of
- ☐ Marriage license : confirm couple has it in hand before leaving for ceremony
- ☐ Any sentimental items : photo of loved one, heirloom, meaningful object
- ☐ Music : ceremony music source confirmed if applicable
- ☐ Any readings or rituals : officiant briefed and prepared
- ☐ Couple has eaten and hydrated before ceremony

## 08 Your Day-of Kit

### Essentials

- ☐ Printed timeline and vendor contact list
- ☐ Phone charger and portable battery
- ☐ First aid kit
- ☐ Stain remover pen

- ☐ Safety pins : multiple sizes
- ☐ Scissors and clear tape
- ☐ Breath mints
- ☐ Pain reliever, antacid, allergy meds

**Outdoor / Adventure Add-ons**

- ☐ Insect repellent
- ☐ Sunscreen
- ☐ Umbrella or rain poncho
- ☐ Flashlight or headlamp if ceremony is at dusk or in low light
- ☐ Wet wipes : for mud, terrain, hands before ring exchange

**For the Couple**

- ☐ Snacks and water : elopements can run long with photos
- ☐ Straws : protect the lipstick
- ☐ Touch up kit : coordinate with MUA if applicable
- ☐ Comfortable shoes for travel between locations if needed

**09 After the Ceremony**

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- ☐ Marriage license signed by officiant and witnesses immediately after ceremony
- ☐ Confirm couple knows how and where to file the license
- ☐ Filing deadline confirmed : most counties require filing within 30 days
- ☐ Photographer : confirm delivery timeline for images
- ☐ Any post-ceremony celebration or reservation confirmed
- ☐ Send couple a wrap-up note within 48 hours
- ☐ Follow up on any outstanding vendor items

**10 Contract & Coverage Reminders**

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*Elopements are still events. Protect yourself the same way you would a full wedding.*

- ☐ Services agreement signed and retainer received before any work begins
- ☐ Scope clearly defined : what is and is not included
- ☐ GL and PL/E&O insurance active and applicable to location type
- ☐ Couple understands force majeure clause : weather, permit denial, location closure