

01 Venue Walkthrough

Do this in person before the event. Never rely on a floor plan alone.

- ☐ Walk ceremony space : note layout, sun position at ceremony time, sightlines
- ☐ Walk cocktail hour space : flow from ceremony, shade, seating
- ☐ Walk reception space : table layout, dance floor, bar placement, stage
- ☐ Locate bridal suite / getting-ready room
- ☐ Locate groom/partner suite if applicable
- ☐ Locate catering kitchen and staging area
- ☐ Locate vendor load-in entrance and parking
- ☐ Locate restrooms : confirm ADA accessible options available
- ☐ Test cell service throughout venue
- ☐ Note any low ceilings, columns, or obstructions affecting decor or sightlines
- ☐ Confirm emergency exits and first aid location
- ☐ Note nearest hospital and urgent care

02 Outdoor Venue Considerations

- ☐ Sun position at ceremony time confirmed : couple and guests not squinting into direct sun
- ☐ Shade available for guests during cocktail hour or reception : tents, trees, or structures
- ☐ Ground surface confirmed : grass, gravel, pavers : stable for heels, chairs, and elderly guests
- ☐ Outdoor lighting plan : string lights, uplighting, pathway lighting for after dark
- ☐ Generator needed : venue power may not reach outdoor ceremony or reception areas
- ☐ Weather contingency confirmed : tent, indoor backup, or couple accepts risk in writing
- ☐ Tent ordered if applicable : size appropriate for guest count, staking approved by venue
- ☐ Wind plan : arch, centerpieces, signage, candles all secured or weighted
- ☐ Evening temperature drop : blankets, heaters, or couple notified to plan for it
- ☐ Bug situation assessed : citronella, fans, or spray available for evening
- ☐ Noise ordinance confirmed : outdoor events carry sound farther than indoor
- ☐ Restroom access from outdoor space : distance, pathway lighting, ADA access
- ☐ Mud contingency if rain expected night before : pathways, stepping stones, mat runners
- ☐ Grand exit : sparklers, confetti, fireworks : outdoor rules may differ from indoor policy

03 Venue Contract & Policies

Get everything in writing from the venue coordinator before the event date.

- ☐ Venue rental hours confirmed : load-in start, event end, load-out deadline
- ☐ Overtime fees confirmed : what triggers them and at what rate
- ☐ Vendor approval requirements : does venue require approved vendor list?
- ☐ Outside catering allowed? : confirm policy and any corkage/cake-cutting fees
- ☐ Alcohol policy confirmed : licensed bartender required? Last call time?
- ☐ Noise restrictions confirmed : music cutoff time, decibel limits

- ☐ Open flame policy : candles, sparklers, fireworks
- ☐ Decor restrictions : confetti, glitter, hanging items, floor decals
- ☐ Parking : included, validated, or paid? Capacity for guest count?
- ☐ Vendor meals required by contract?
- ☐ Damage deposit amount and return policy confirmed
- ☐ Venue day-of contact name and cell number obtained

04 Logistics & Infrastructure

Power & AV

- ☐ Power access for DJ / band confirmed : location, amperage
- ☐ Venue AV equipment included? : projector, screen, microphones
- ☐ Backup microphone available for ceremony
- ☐ WiFi password obtained if needed for DJ or slideshow

Catering & Bar

- ☐ Kitchen access window confirmed with caterer and venue
- ☐ Bar setup location confirmed
- ☐ Cocktail hour flow mapped : traffic from ceremony to cocktail space
- ☐ Cake or dessert delivery window and placement confirmed
- ☐ Dietary restriction list communicated to catering team

Decor & Rentals

- ☐ Rental delivery window confirmed and communicated to venue
- ☐ Rental pickup window confirmed : same night or next day?
- ☐ Florist delivery window and setup access confirmed
- ☐ Linen rental or venue-provided : confirmed in contract
- ☐ Signage placement approved by venue

05 Ceremony Setup

- ☐ Ceremony start time confirmed with officiant and venue
- ☐ Sound system for officiant confirmed : venue system or outside speaker
- ☐ Music source confirmed : DJ, live musician, or phone/speaker
- ☐ Seating layout finalized and confirmed with venue
- ☐ Aisle decor approved by venue : petals, candles, runners
- ☐ Arch or backdrop : venue restrictions checked, placement confirmed
- ☐ Processional order confirmed with couple and wedding party
- ☐ Rehearsal scheduled and venue access confirmed for rehearsal time
- ☐ Sun position at ceremony time confirmed : couple and guests not squinting

06 Reception Flow

- ☐ Cocktail hour location and flow mapped
- ☐ Reception table layout approved by venue and confirmed with couple
- ☐ Grand entrance route confirmed
- ☐ Dance floor size appropriate for guest count
- ☐ DJ or band : setup time, load-in path, power confirmed
- ☐ Toasts : order confirmed, microphone plan in place
- ☐ First dance, parent dances : DJ briefed, timing in timeline
- ☐ Cake cutting : time on timeline, cake knife/server set available
- ☐ Grand exit plan : sparklers, confetti, bubbles : venue rules checked
- ☐ Guest flow from ceremony to reception clear and communicated

07 Vendor Coordination

- ☐ All vendor arrival times confirmed and communicated
- ☐ Vendor contact list on hand day-of : name, cell, arrival time
- ☐ All vendors have venue address and load-in entrance instructions
- ☐ Florist : delivery window, setup location, who receives
- ☐ Caterer : kitchen access confirmed, trash plan, end-of-night responsibilities
- ☐ DJ / Band : setup time, power source, load-in path
- ☐ Photographer : timeline shared, key shot list reviewed
- ☐ Videographer : timeline shared, power for equipment
- ☐ Rental company : delivery and pickup windows confirmed with venue
- ☐ Officiant : arrival time, sound setup, ceremony script reviewed
- ☐ Hair & makeup : getting-ready room access time confirmed

08 Timeline & Communication

- ☐ Full day-of timeline built and distributed to all vendors
- ☐ Venue coordinator has copy of timeline
- ☐ Couple has reviewed and approved final timeline
- ☐ Wedding party has itinerary for their day
- ☐ Family formals list finalized and shared with photographer
- ☐ MC or DJ has reception flow script
- ☐ Any special moments or surprises flagged to relevant vendors

09 Your Day-of Kit

Always bring more than you think you need.

Tools & Supplies

- ☐ Scissors, zip ties, floral wire, tape : gaffer and clear

- ☐ Safety pins : multiple sizes
- ☐ Sewing kit
- ☐ Stain remover pen
- ☐ Lint roller
- ☐ Flashlight or headlamp
- ☐ First aid kit
- ☐ Pain reliever, antacid, allergy meds
- ☐ Breath mints
- ☐ Phone charger and portable battery
- ☐ Printed timeline : multiple copies
- ☐ Printed vendor contact list
- ☐ Printed seating chart if applicable

For the Couple

- ☐ Snacks and water for getting-ready hours
- ☐ Straws : protect the lipstick
- ☐ Touch up kit : coordinate with MUA
- ☐ Bustle kit if dress has a train
- ☐ Flat shoes option for reception if couple wants
- ☐ Couple's personal items bag : phones, cards, gifts, etc.

10 Cleanup & Wrap

- ☐ Breakdown responsibilities confirmed before the day : who owns what
- ☐ Rental pickup window confirmed with venue
- ☐ Venue load-out deadline : all vendors aware
- ☐ Personal items collected : gifts, cards, top tier of cake
- ☐ Florals : couple keeping, donating, or leaving?
- ☐ Venue walkthrough before leaving : nothing left behind, no damage
- ☐ Vendor tip envelopes distributed if couple requested
- ☐ Damage deposit documentation : note any pre-existing damage before event

11 Contract & Coverage Reminders

Protect yourself on every event regardless of venue size or formality.

- ☐ Services agreement signed and retainer received before any work begins
- ☐ GL and PL/E&O insurance active and applicable to venue location
- ☐ Couple understands scope: what is and is not your responsibility
- ☐ Couple understands weather and force majeure clause in contract