



WEDDING DAY CHECKLIST

1. HAVE THE GUESTS BEEN INFORMED

- Time and day of the wedding
- Address and contact details of the venue
- Where to park when arrived
- Where to congregate – (sunken lawn [shown on pdf map given])
- Where site facilities are (café for refreshments on arrival), toilets etc.
- Site procedures for an emergency
- Time to be at the ceremony area and route to take to get to there
- Reception area and what shall be provided after the ceremony
(this gives the guests an idea on what to have consumed before arrival)
- Time of meal, bar opening and position, music/dance arrangements, bar closure and time to leave venue with arrangements for transportation to either next venue or accommodation

2. YOUR DAY

- Dress – has the dress been collected or is it arriving on the day
- Hair – what time is the hairdresser arriving
- Make up – when does the make-up need to be finished by
- Transportation – what time has been organized for pick up? Is there time to allow for any traffic problems
- Flowers – for the bride, bridesmaids and button hole for the groom and best man
- Has the groom organized transportation – is it reliable?

3. AT THE VENUE

- Have the ushers been informed on their roles to show where guests are to go for the ceremony
- Flowers – arrival time
- Cake - arrival time
- Music – arrival time
- Table decorations

4. THE DAY AFTER

- Pick up all agreed items left at the venue by 11am –
flowers, favors, table plan, wedding cake, any bottles
[if purchased separately and paid corkage]
- Settle any outstanding payments – corkage –
lateness to leave fee –
[damage payment and insurance deposit shall be settled
within the week after site has been checked]



