

FREE THREE-PART CHECKLIST PACK

Final Week to Wedding Day Checklist Pack

Three printable stages for the final seven days, the day before, and the wedding day
- with every task assigned, delivered, and confirmed.

CONFIRM · HAND OFF · ENJOY

Print Only the Stage You Need

Each part begins on its own divider and uses the same columns: checkbox, specific task, responsible person, delivery or execution location, and final confirmation.

WEDDING WEEK

Pages 5-12. Confirm vendors, counts, seating, payments, attire, documents, access, safety, communication, weather, and delegation.

DAY BEFORE

Pages 14-17. Locate essentials, prepare attire and bags, complete physical handoffs, rehearse, and stop changing the plan.

WEDDING DAY

Pages 19-25. Keep essentials, timing, payments, gifts, transportation, transitions, and final collection in named hands.

HOW TO COMPLETE A ROW

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Write the exact action or item	Use one real name	Name the handoff or execution point	☐

- ☐ Check Done when the physical task is complete
- ☐ Use one responsible person, not a group
- ☐ Name the real delivery or execution location
- ☐ Check Confirmed only after the receiver verifies it
- ☐ Cross out anything that does not apply
- ☐ Write changes directly on the current printed page

THE COUPLE SHOULD NOT OWN EVERY ROW

By the wedding day, most operational tasks should belong to a coordinator, planner, wedding-party member, family member, officiant, driver, or specifically named helper.

Create the Final Handoff Key

Write the names and locations used repeatedly throughout the pack. This prevents vague entries and makes each printed section usable without the rest of the workbook.

Role	Primary person	Phone	Backup person	CONFIRMED
Planner / coordinator				☐
Day-of point person				☐
Venue manager				☐
Officiant				☐
Vendor contact lead				☐
Document / ring carrier				☐
Payment distributor				☐
Gift and card lead				☐
Transportation lead				☐
Setup / breakdown lead				☐

GETTING-READY LOCATION

CEREMONY LOCATION

RECEPTION LOCATION

END-OF-NIGHT DELIVERY LOCATION

PART 01

Wedding Week Checklist

Confirm decisions already made, submit final numbers, prepare physical items, and transfer every remaining responsibility before the wedding begins.

PRINT PAGES 5-12

THIS STAGE INCLUDES

- | | |
|---|---|
| ☐ Vendor confirmations | ☐ Final counts and seating |
| ☐ Payments and tips | ☐ Packing and attire |
| ☐ Documents, rehearsal and weather | ☐ Final delegation |

SPECIFIC TASK · NAMED PERSON · CONFIRMED HANDOFF

Confirm Vendors and Final Counts

Send one final operational confirmation to every vendor and submit the numbers that affect food, rentals, seating, staffing, and service.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Confirm every vendor's date, arrival window and service time			☐
☐	Confirm load-in entrance, parking and access instructions			☐
☐	Confirm the on-site contact vendors should call instead of the couple			☐
☐	Confirm final balance, payment method and due time for each vendor			☐
☐	Reconcile the final guest count against actual RSVPs			☐
☐	Submit adult, child and vendor meal counts			☐
☐	Submit dietary restrictions and special meal totals			☐
☐	Confirm final rental quantities against the guest count			☐
☐	Save every written confirmation with the current contact sheet			☐

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FINAL REVIEW DATE & TIME

FINAL MEANS OPERATIONALLY USABLE

A vendor confirmation is complete when the time, place, access, contact, quantity, payment, and service-specific details are all clear in writing.

Lock Seating and Guest-Facing Materials

Stop editing once final counts are submitted. Print or export the versions that the venue, caterer, setup team, and guests will actually use.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Lock the seating plan against the final RSVP count			☐
☐	Verify table names or numbers match the venue floor plan			☐
☐	Confirm meal indicators match catering records			☐
☐	Print or approve the seating-chart display			☐
☐	Print or organize escort cards and place cards			☐
☐	Approve menus, programs and final directional signage			☐
☐	Give the caterer or venue a current seating copy			☐
☐	Give the setup lead the exact placement instructions			☐
☐	Save one digital backup and one printed working copy			☐

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FINAL REVIEW DATE & TIME

DO NOT REOPEN THE PLAN CASUALLY

A small late seating change can affect meal service, place cards, table counts, signage, and multiple printed files at once.

Prepare Payments, Tips and Purchase Authority

Move money out of the couple's day-of responsibilities. Verify every contract, label every payment, and give one person clear distribution instructions.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Review each contract for the remaining balance and due method			☐
☐	Confirm whether service charges or gratuities are already included			☐
☐	Prepare final vendor payments in the required form			☐
☐	Prepare and label tip envelopes by vendor or team			☐
☐	Write the expected delivery time on every envelope			☐
☐	Create a payment distribution list with amounts and recipients			☐
☐	Assign one payment distributor and one backup			☐
☐	Set a limit for emergency purchases without couple approval			☐
☐	Choose where receipts and unused envelopes will be returned			☐

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NEVER RELY ON MEMORY FOR ENVELOPES

The distributor should be able to match every envelope to a vendor and timing instruction without opening it or calling the couple.

Finish Packing and Attire Handoffs

Separate wedding-day essentials from travel items, then verify every garment, accessory, bag, carrier, and delivery point while there is still time to fix a problem.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Try on each complete wedding look with shoes and undergarments			☐
☐	Check alterations, buttons, closures, hems and garment condition			☐
☐	Confirm steaming or pressing person, place and time			☐
☐	Hang attire safely at the correct overnight location			☐
☐	Pack the wedding-day essentials bag			☐
☐	Pack the emergency kit and label its carrier			☐
☐	Pack a separate going-away or overnight bag if needed			☐
☐	Assign who transports each outfit and bag			☐
☐	Confirm the final delivery location for every packed item			☐

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KEEP BAGS SEPARATE

Emergency supplies, ceremony essentials, personal items, and travel belongings should not compete inside one bag that moves to the wrong location.

Confirm Documents, Rehearsal and Weather

Use the final days for physical location and handoff checks. Do not rebuild legal, ceremony, or weather plans that should already be settled.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Confirm the marriage license is complete and physically located			☐
☐	Assign who carries the license to the ceremony			☐
☐	Confirm witnesses, signing time and return or filing owner			☐
☐	Confirm who carries each ring and where it is stored			☐
☐	Confirm rehearsal date, time, place and participants			☐
☐	Confirm processional order, music cues and ceremony roles			☐
☐	Check the forecast against the existing weather triggers			☐
☐	Confirm who has authority to activate the weather backup			☐
☐	Verify the indoor or covered alternative is ready			☐

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FINAL REVIEW DATE & TIME

A QUICK WEATHER CHECK IS NOT A NEW PLAN

The infrastructure, trigger, deadline, decision-maker, and guest communication method should already exist before the final forecast arrives.

Confirm Guest Access and Care

Verify the real guest journey before the event. Record the route, accommodation, owner, backup, and communication needed - without circulating unnecessary private information.

DONE	TASK / ITEM	RESPONSIBLE	DELIVERY / LOCATION	CONFIRMED
☐	Field-check the accessible route from arrival through ceremony and reception			☐
☐	Verify surfaces, ramps, lifts, doors, seating access and restrooms			☐
☐	Confirm reserved seating, sightline or hearing arrangements			☐
☐	Send parking, drop-off and arrival instructions to guests who need them			☐
☐	Confirm accessible transportation and an executable backup			☐
☐	Reconfirm dietary restrictions and the allergy-response protocol			☐
☐	Assign support for children, older guests, caregivers or service animals			☐
☐	Identify a quiet, rest or private medication space			☐
☐	Brief the access lead on names, needs, timing and contact method			☐

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FINAL REVIEW DATE & TIME

SHARE ONLY WHAT THE TEAM NEEDS TO ACT

Protect guest dignity. Record the accommodation and responsible person, not a diagnosis or unnecessary personal history.

Close Safety, Communication and Privacy Details

Finalize the information the operations lead needs to protect people, communicate a change, and keep the couple out of routine troubleshooting.

DONE	TASK / ITEM	RESPONSIBLE	DELIVERY / LOCATION	CONFIRMED
☐	Obtain the venue emergency procedure and exact responder access point			☐
☐	Confirm the venue security or emergency contact and who calls them			☐
☐	Confirm who may stop or move the event for life safety or severe weather			☐
☐	Choose the staff communication channel and a backup method			☐
☐	Draft the guest message for a weather, transport or location change			☐
☐	Confirm the current vendor list and the one number vendors should call			☐
☐	Charge phones, radios and power banks and label who receives each one			☐
☐	Confirm privacy, social-posting and restricted-photo boundaries			☐
☐	Save the current timeline and contact files offline and in print			☐

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FINAL REVIEW DATE & TIME

SAFETY OUTRANKS THE SCHEDULE

Venue procedures and trained professionals govern emergencies. Pause operations, keep access clear, give accurate information, and document the handoff.

Complete the Wedding Week Handoff

The final week is complete when each operational responsibility belongs to a named person who knows the item, timing, location, authority, and backup.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Transfer vendor calls to the coordinator or day-of point person			☐
☐	Transfer the current timeline and contact sheet			☐
☐	Transfer marriage-license and ring custody			☐
☐	Transfer payment and tip distribution			☐
☐	Transfer wedding-day bags and emergency kit			☐
☐	Transfer decor, signage and personal-item installation			☐
☐	Transfer gift and card-table responsibility			☐
☐	Transfer transportation contacts and pickup confirmation			☐
☐	Transfer breakdown, collection and end-of-night delivery			☐

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FINAL REVIEW DATE & TIME

A HANDOFF REQUIRES ACCEPTANCE

Do not mark Confirmed because instructions were sent. Mark it only after the responsible person acknowledges the task, timing, location, and backup.

PART 02

Day-Before-Wedding Checklist

Physically locate the essentials, finish the final handoffs, rehearse the ceremony, protect the existing plan, and stop creating new work.

PRINT PAGES 14-17

THIS STAGE INCLUDES

- | | |
|---|---|
| ☐ Documents and rings | ☐ Attire and bags |
| ☐ Vendor contact sheet | ☐ Decor and personal items |
| ☐ Rehearsal | ☐ What not to change |

SPECIFIC TASK · NAMED PERSON · CONFIRMED HANDOFF

Locate Documents, Rings and Ceremony Items

Physically locate the essentials and put them in the hands of the person carrying them tomorrow. Do not leave any item assigned only by assumption.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Locate the marriage license and verify where it stays overnight			☐
☐	Confirm the license carrier and ceremony delivery point			☐
☐	Confirm witnesses and the planned signing location			☐
☐	Confirm the person responsible for returning or filing the license			☐
☐	Locate both rings and verify their condition			☐
☐	Confirm each ring carrier and ceremony handoff			☐
☐	Locate printed vows, readings and ceremony notes			☐
☐	Confirm officiant materials and any ritual items			☐
☐	Name a backup carrier for irreplaceable items			☐

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FINAL REVIEW DATE & TIME

SAY THE HANDOFF OUT LOUD

Tell the carrier exactly what they have, when it is needed, where it goes, and who receives it after the ceremony.

Complete the Final Attire and Bag Check

Try everything once, prepare only necessary fixes, and place each outfit and bag where tomorrow's transportation plan expects it to be.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Try on the complete attire with shoes and undergarments			☐
☐	Check buttons, closures, hems, fit and visible marks			☐
☐	Place jewelry, accessories and personal details with the outfit			☐
☐	Complete or schedule final steaming and pressing			☐
☐	Hang or store attire at the correct getting-ready location			☐
☐	Pack phone, charger and personal touch-up essentials			☐
☐	Pack or verify the emergency kit			☐
☐	Pack the going-away bag separately if needed			☐
☐	Hand every bag to its named carrier or delivery vehicle			☐

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FINAL REVIEW DATE & TIME

DO NOT CREATE TOMORROW'S FIRST TASK

If something can be placed at the correct location tonight, do not leave it for the rushed final hour before departure.

Transfer Contacts, Decor and Personal Items

The point person and setup team should have the information and physical items they need before the couple goes to sleep.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Give the current vendor contact sheet to the day-of point person			☐
☐	Confirm vendors have been told to call that person, not the couple			☐
☐	Verify every decor and personal-item box against an inventory			☐
☐	Label each box with the destination and setup area			☐
☐	Attach setup instructions or placement reference to each group			☐
☐	Confirm the delivery vehicle, loading time and unloading point			☐
☐	Confirm the person installing each item			☐
☐	Confirm who collects each personal item after the reception			☐
☐	Confirm the final return or storage location			☐

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FINAL REVIEW DATE & TIME

A BOX IN THE COUPLE'S CAR IS NOT HANDED OFF

The person installing the items needs access, timing, destination, placement instructions, and a clear collection plan after the event.

Rehearse, Protect the Plan and Rest

Use the rehearsal to confirm the ceremony sequence. Afterward, protect tomorrow by avoiding optional changes and closing the final personal tasks early.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Confirm rehearsal attendance, time and meeting point			☐
☐	Practice processional order, standing positions and recessional			☐
☐	Practice major music, reading and officiant cues			☐
☐	Confirm tomorrow's getting-ready and photo start times			☐
☐	Confirm alarms, phone charging and morning transportation			☐
☐	Confirm food, hydration and any personal routine for the morning			☐
☐	Do not change seating, vendor orders or decor without a real problem			☐
☐	Do not begin an optional DIY project or repack completed boxes			☐
☐	End planning communication at the agreed time and rest			☐

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FINAL REVIEW DATE & TIME

RESTRAINT IS PART OF THE CHECKLIST

The day before is for confirming the existing plan, not improving it through one more idea that other people now have to absorb.

PART 03

Wedding Day Checklist

Keep the couple's personal essentials and critical handoffs visible while the coordinator or point person manages the event itself.

PRINT PAGES 19-25

THIS STAGE INCLUDES

- | | |
|---|--|
| ☐ Morning essentials | ☐ Documents and rings |
| ☐ Attire and personal timing | ☐ Payments, gifts and cards |
| ☐ Emergency kit and transportation | ☐ Ceremony-to-reception transitions |
| ☐ End-of-night collection | |

SPECIFIC TASK · NAMED PERSON · CONFIRMED HANDOFF

Start the Day with Personal Essentials Ready

Keep the couple's morning short and personal. Operational questions should already route to the day-of lead.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Confirm the day-of point person is active and receiving vendor calls			☐
☐	Eat, hydrate and keep water available at the getting-ready location			☐
☐	Place phone, charger and personal essentials in the named bag			☐
☐	Confirm attire, shoes, accessories and undergarments are together			☐
☐	Confirm the emergency kit is on site and easy to locate			☐
☐	Confirm hair, makeup or grooming start times			☐
☐	Confirm photography arrival and first personal photo time			☐
☐	Confirm the couple's first transportation pickup			☐
☐	Move nonessential questions away from the couple			☐

PAGE OWNER

FINAL REVIEW DATE & TIME

THE COUPLE IS NOT THE OPERATIONS DESK

A vendor who needs access, a driver who needs directions, or a helper who needs setup guidance should call the point person listed in the handoff key.

Confirm Documents, Rings and Ceremony Items

Verify the essential items once in the morning and once before the processional. The confirmation must come from the person physically holding the item.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Confirm the marriage license is with the assigned carrier			☐
☐	Confirm the license reaches the ceremony and officiant			☐
☐	Confirm witnesses know when and where they will sign			☐
☐	Confirm the post-ceremony license custodian			☐
☐	Confirm both rings are with their assigned carriers			☐
☐	Confirm ring carriers know the ceremony handoff moment			☐
☐	Confirm vows, readings and ritual items are in position			☐
☐	Confirm the officiant has the current ceremony materials			☐
☐	Confirm one backup person knows every essential-item location			☐

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FINAL REVIEW DATE & TIME

CONFIRM POSSESSION, NOT INTENTION

Ask 'Do you have it with you now?' instead of 'Are you handling it?' The first question catches assumptions before the ceremony begins.

Track Attire and the Couple's Key Times

The couple does not need the full production schedule. Keep only the personal moments that determine when they must be dressed, photographed, transported, and ready to begin.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Complete final steaming, pressing or minor attire repair			☐
☐	Confirm every accessory is on or placed in the personal bag			☐
☐	Begin hair, makeup or grooming at the scheduled time			☐
☐	Begin getting-ready photography at the scheduled time			☐
☐	Be fully dressed by the personal ready deadline			☐
☐	Confirm first look or pre-ceremony photo meeting point			☐
☐	Confirm family or wedding-party photo start time			☐
☐	Depart the getting-ready location at the protected time			☐
☐	Arrive at the ceremony location before the couple's hold time			☐

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FINAL REVIEW DATE & TIME

PROTECT DEPARTURE TIME FIRST

If getting ready runs late, the timeline lead should make the approved adjustment before the delay reaches transportation and the ceremony.

Hand Off Payments, Tips, Gifts and Cards

Money and valuable items should move through a written chain with one distributor or custodian and one final delivery location.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Confirm all payment and tip envelopes are with the distributor			☐
☐	Confirm the distributor has the recipient and timing list			☐
☐	Confirm emergency purchase authority and spending limit			☐
☐	Confirm the gift and card table is set in the approved location			☐
☐	Confirm one sober adult is watching gifts and cards			☐
☐	Confirm the secure storage location during the event			☐
☐	Confirm who removes gifts and cards after the reception			☐
☐	Confirm the vehicle and final home or hotel delivery point			☐
☐	Return receipts and unused envelopes to the named location			☐

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FINAL REVIEW DATE & TIME

VALUABLES NEED A CLOSED LOOP

The plan is not complete until the same person who collects an item knows where it goes after leaving the venue and who confirms receipt.

Keep Supplies and Transportation Ready

Small problems stay small when the right supplies and driver contacts are with people who can be found quickly.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Confirm the emergency kit carrier and exact location			☐
☐	Confirm stain, sewing, blister and basic repair supplies			☐
☐	Confirm a working phone charger and backup power source			☐
☐	Confirm the transportation lead has every driver contact			☐
☐	Confirm the couple's ceremony and reception pickup times			☐
☐	Confirm wedding-party and family movements			☐
☐	Confirm guest shuttle status if transportation is provided			☐
☐	Confirm backup driver or alternate ride instructions			☐
☐	Confirm end-of-night transportation and going-away bag delivery			☐

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FINAL REVIEW DATE & TIME

A KIT IN A LOCKED CAR IS NOT AVAILABLE

Place supplies and contacts with a reachable person near the active event area, not in luggage or a vehicle that may leave the property.

Confirm the Ceremony-to-Reception Handoffs

Use this page for the moments when people, documents, belongings, and responsibility move from one location or team to another.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Confirm wedding party lineup and processional meeting point			☐
☐	Confirm ceremony music and start cue owners			☐
☐	Confirm rings, vows and license are in ceremony position			☐
☐	Confirm post-ceremony license and ring custody			☐
☐	Confirm the couple's ceremony-to-reception transportation			☐
☐	Confirm personal bags and attire items move to the next location			☐
☐	Confirm reception introduction and couple entrance timing			☐
☐	Confirm payment, gift and emergency-kit leads remain reachable			☐
☐	Confirm the timeline lead owns any schedule recovery decision			☐

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FINAL REVIEW DATE & TIME

TRANSITIONS CREATE SILENT GAPS

A task may be completed at one location but still fail if nobody knows who transports the item, receives it next, or confirms its arrival.

Close Every End-of-Night Handoff

Before the last responsible people leave, verify that valuables, documents, personal items, rentals, leftovers, transportation, and access are all closed out.

Done	Task / item	Responsible	Delivery / location	CONFIRMED
☐	Remove the gift and card box to the secure final location			☐
☐	Confirm marriage-license custody and filing responsibility			☐
☐	Collect personal bags, phones, chargers and ceremony items			☐
☐	Collect attire pieces, accessories and sentimental items			☐
☐	Confirm decor and personal items are collected or stored			☐
☐	Confirm final vendor payments and tips were delivered			☐
☐	Confirm rental items stay in the approved pickup location			☐
☐	Confirm cake, food or keepsakes go to the assigned destination			☐
☐	Confirm the couple and remaining responsible people have transportation			☐

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FINAL REVIEW DATE & TIME

THE FINAL CONFIRMATION IS RECEIPT

Do not mark an item complete because it left the venue. Mark it confirmed when the named destination or receiver acknowledges that it arrived.

