



PHOTAV.IO

Wedding Planning Checklist



Venue & Setup

- Ceremony venue booking confirmed
- Reception venue booking confirmed
- Venue coordinator contact info
- Venue setup & teardown team
- Tables, chairs, and linen rentals
- Decor setup team / stylist
- Lighting & sound technician
- Generator (for backup power, if outdoor)
- Cleaning crew / post-event cleanup

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Photography & Videography

- Photographer booked (with second shooter if needed)
- Videographer booked
- Pre-wedding shoot / engagement shoot completed
- Photo & video shot list shared

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Bridal & Groom Prep

- Hair stylist
- Makeup artist
- Nails & beauty treatments
- Barber / grooming services
- Steam/pressing of attire
- Dress and suit transport & storage
- Bridesmaids/groomsmen prep schedule

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Attire & Accessories

- Wedding dress, veil & accessories
- Groom's suit & accessories
- Bridesmaid dresses
- Groomsmen suits
- Flower girl / page boy outfits
- Shoes, jewellery & cufflinks
- Emergency sewing kit / lint roller

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Ceremony

- Marriage officiant / priest / celebrant
- Marriage licence paperwork
- Ceremony music (live or recorded)
- PA system / microphone
- Seating arrangements
- Aisle decor & arch setup
- Confetti or petals
- Ushers / program distributors

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Flowers & Styling

- Bridal bouquet
- Bridesmaid bouquets
- Groom & groomsmen boutonnieres
- Ceremony flowers / arch arrangement
- Reception centrepieces
- Cake flowers
- Corsages for parents/grandparents

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Reception

- MC or host
- DJ or live band
- Dance floor setup
- Sound and lighting team
- Caterer (menu confirmed, dietary requirements noted)
- Bar services / bartenders
- Wedding cake / dessert table
- Wait staff / serving team
- Table seating chart
- Signage (welcome, seating plan, bar menu, etc.)
- Guestbook or guest interaction activity

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Transport

- Bride & groom transport (to ceremony & reception)
- Bridal party transport
- Guest shuttle (if needed)
- Driver contact list
- Parking arrangements

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Coordination & Timing

- Wedding planner / coordinator
- On-the-day schedule printed
- Vendor arrival times confirmed
- Point-of-contact for each vendor
- Emergency contact list
- Timeline for speeches, cake cutting, first dance

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Guest Experience

- Invitations & RSVP management
- Welcome signage & table numbers
- Guest favours
- Seating plan
- Photographer for family portraits (or Photobooth)
- Accessibility arrangements (elderly guests, etc.)
- Restroom amenities baskets

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Accommodation

- Bride & groom's night accommodation
- Bridal party accommodation
- Guest accommodation list / recommendations
- Transport to/from hotel

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Other Optional Add-Ons

- Photo booth or 360 video booth
- Live painter / caricature artist
- Sparkler or fireworks send-off
- Security / crowd control
- Childcare service / kids' area
- Pet handler (if including pets)
- Drone videography

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