BARTLESVILLE

wedding association

LOCAL EXPERTS. LASTING MEMORIES.

Wedding Day *Checklist*

GETTING READY

- [ ] Eat a healthy breakfast and stay hydrated
- [ ] Give final headcount to caterer (if needed)
- [ ] Confirm arrival times with all vendors
- [ ] Have hair and makeup schedule handy
- [ ] Keep phone charged and on hand
- [ ] Give vendor payments or tips (if applicable)
- [ ] Assign a point person for vendor questions
- [ ] Take a few quiet moments to breathe and enjoy

ATTIRE & ESSENTIALS

- [ ] Wedding dress, veil, and accessories
- [ ] Shoes (and a comfortable backup pair)
- [ ] Groom's attire and accessories
- [ ] Rings
- [ ] Marriage license
- [ ] Touch-up kit (makeup, hairspray, lint roller, etc.)
- [ ] Emergency kit (bobby pins, tissues, safety pins, etc.)
- [ ] Special heirlooms or meaningful items

CEREMONY

- [ ] Confirm ceremony site setup
- [ ] Ensure officiant has everything they need
- [ ] Cue wedding party and family for processional
- [ ] Have someone hold rings
- [ ] Review ceremony timeline with wedding party
- [ ] Take a deep breath — this is the moment!

RECEPTION

- [ ] Confirm reception space is set as planned
- [ ] Tables, place cards, and décor are in place
- [ ] Catering team is ready for service
- [ ] Bar setup and staffing confirmed
- [ ] Music or DJ ready for introductions and key moments
- [ ] Cake delivered and displayed
- [ ] Toasts and special dances are on the timeline
- [ ] Someone is keeping gifts/cards safe

PHOTOS & MEMORIES

- [ ] Share your shot list with the photographer
- [ ] Assign a family member to help gather people for photos
- [ ] Set aside time for golden hour or special location shots
- [ ] Capture detail photos (rings, flowers, décor, invitations)
- [ ] Don't forget candid moments throughout the day
- [ ] Designate someone to capture behind-the-scenes photos or video

AT THE END OF THE NIGHT

- [ ] Collect personal items and gifts
- [ ] Make sure all vendor payments are complete
- [ ] Arrange for décor breakdown or pickup (as planned)
- [ ] Change into something comfortable (if desired)
- [ ] Take a final moment together to soak it all in
- [ ] Head off to your next adventure — you did it!