BARTLESVILLE
wedding association

LOCAL EXPERTS. LASTING MEMORIES.

FINAL MONTH BEFORE WEDDING
Checklist

GUESTS & SEATING

- [ ] Follow up with guests who haven't RSVP'd
- [ ] Finalize your guest count
- [ ] Complete the seating chart
- [ ] Confirm meal selections and dietary needs
- [ ] Create or order place cards and seating displays
- [ ] Give final guest counts to the venue and caterer by their deadlines

WEDDING-DAY TIMELINE

- [ ] Finalize the complete wedding-day timeline
- [ ] Add hair and makeup start times
- [ ] Add photography and first-look timing, if applicable
- [ ] Confirm ceremony start and wedding-party arrival times
- [ ] Add reception entrances, dances, toasts and other key moments
- [ ] Share the final timeline with your wedding party and key family members

PERSONAL DETAILS

- [ ] Build the detailed wedding-day timeline
- [ ] Attend your final attire fitting
- [ ] Pick up wedding rings and check sizing
- [ ] Finish wedding-party and parent gifts
- [ ] Prepare welcome bags, favors or guest gifts, if using them
- [ ] Finish signage, programs and other printed pieces
- [ ] Check current marriage-license requirements and apply at the appropriate time

VENDOR CHECK-IN

- [ ] Confirm final details with each vendor
- [ ] Provide vendors with the final wedding-day timeline
- [ ] Confirm vendor arrival, setup and departure times
- [ ] Make sure vendors have correct addresses and access instructions
- [ ] Confirm remaining balances and payment due dates
- [ ] Share your wedding-day point person's contact information

CEREMONY & REHEARSAL

- [ ] Attend wedding-attire fittings and alterations
- [ ] Confirm the final ceremony order with your officiant
- [ ] Finish vows and readings
- [ ] Confirm ceremony music selections
- [ ] Confirm who is participating in readings or special moments
- [ ] Schedule and communicate rehearsal details
- [ ] Confirm rehearsal dinner reservations and final headcount

PREP FOR THE HANDOFF

- [ ] Make a list of everything going to the venue
- [ ] Label or organize décor by ceremony and reception area
- [ ] Decide who will transport décor and personal items
- [ ] Assign someone to collect gifts and cards
- [ ] Decide who will take décor, leftovers and personal items home
- [ ] Start gathering everything you'll need for your wedding-day emergency kit