BARTLESVILLE

wedding association

LOCAL EXPERTS. LASTING MEMORIES.

WEDDING WEEK *Checklist*

FINAL CONFIRMATIONS

- [ ] Review the final wedding-day timeline
- [ ] Confirm vendor arrival and setup times
- [ ] Confirm transportation times and pickup locations
- [ ] Confirm rehearsal time, location and participants
- [ ] Verify final payments and gratuities are prepared
- [ ] Make sure your marriage license and required documents are ready

HAND IT OFF

- [ ] Choose your wedding-day point person for vendor questions
- [ ] Assign someone to keep track of gifts and cards
- [ ] Assign someone to collect personal items and décor afterward
- [ ] Decide who will handle leftover food and cake
- [ ] Give payments or gratuities to the person distributing them
- [ ] Make sure someone has keys, access codes or venue instructions if needed

TAKE CARE OF YOURSELVES

- [ ] Pick up or steam wedding attire as needed
- [ ] Break in wedding shoes around the house
- [ ] Get nails, grooming or other appointments done
- [ ] Eat regular meals and stay hydrated
- [ ] Get as much sleep as you can

PACK & ORGANIZE

- [ ] Pack wedding attire, shoes, jewelry and accessories together
- [ ] Confirm reception space is set as planned
- [ ] Pack your touch-up and emergency kit
- [ ] Organize décor and personal items by where they belong
- [ ] Gather vows, ceremony items and meaningful keepsakes
- [ ] Pack overnight and honeymoon bags

PEOPLE & COMMUNICATION

- [ ] Send the final timeline to the wedding party and key family members
- [ ] Make sure everyone knows where to be and when
- [ ] Share important vendor contact information with your point person
- [ ] Confirm who is responsible for children, pets or special logistics
- [ ] Let family members know when they're needed for photos
- [ ] Make sure anyone giving a toast, reading or special presentation knows their cue

THE NIGHT BEFORE

- [ ] Put rings, license, vows and other can't-forget items together
- [ ] Charge phones and any other devices you'll need
- [ ] Set out everything you'll need while getting ready
- [ ] Double-check your morning departure and transportation times
- [ ] Enjoy the rehearsal and rehearsal dinner
- [ ] **Then stop planning. Tomorrow you get married.**