

BARTLESVILLE
wedding association

Wedding Details & Packing Checklist

MAKE SURE NOTHING GETS LEFT BEHIND. USE THIS CHECKLIST TO KEEP TRACK OF EVERYTHING YOU NEED FOR YOUR WEDDING DAY.

ATTIRE & ACCESSORIES	NOTES / ASSIGNED TO
☐ Wedding dress	
☐ Veil / hair accessories	
☐ Shoes (ceremony & reception)	
☐ Jewelry	
☐ Undergarments	
☐ Groom's attire	
☐ Belts / suspenders	
☐ Ties / bow ties	
☐ Socks	
☐ Extra buttons / safety pins	
☐ Other:	

CEREMONY ITEMS	NOTES / ASSIGNED TO
☐ Rings	
☐ Vows	
☐ Unity ceremony items	
☐ Aisle décor	
☐ Flower girl basket	
☐ Ring bearer items	
☐ Programs	
☐ Signage	
☐ Pens	
☐ Tissue for happy tears	
☐ Other:	

RECEPTION ITEMS	NOTES / ASSIGNED TO
☐ Guest book	
☐ Card box	
☐ Centerpieces	
☐ Table numbers	
☐ Place cards / escort cards	
☐ Cake topper	
☐ Toasting glasses	
☐ Fip envelopes	
☐ Other:	

SIGNAGE & PAPER GOODS	NOTES / ASSIGNED TO
☐ Welcome sign	
☐ Seating chart	
☐ Bar signs	
☐ Menu signs	
☐ Directional signs	
☐ Table numbers	
☐ Guest book sign	
☐ Hashtag sign	
☐ Other:	

PERSONAL ITEMS	NOTES / ASSIGNED TO
☐ Phone & charger	
☐ Emergency kit	
☐ Makeup / touch-up items	
☐ Deodorant / perfume	
☐ Breath mints	
☐ Tissues	
☐ Cash / cards	
☐ IDs / marriage license	
☐ Other:	

DELIVERY & RESPONSIBILITY	NOTES / ASSIGNED TO
☐ Who is bringing each item?	
☐ What needs to be delivered?	
☐ What needs to be picked up?	
☐ Where will items be stored?	
☐ Who is responsible for setup?	
☐ Who is responsible for teardown?	
☐ Other:	