
Wedding
WEEK
CHECKLIST
Wedding Checklist
Venue
Catering
Photography
Flowers
Dress
Entertainment
Guest List
Stationery
Final Details

Wedding Week Checklist

Your Final 7 Days Before the Big Day

Your wedding is just one week away!

Most of the planning is complete, and now it is time to focus on the final practical details.

This checklist will help you organise the last seven days, prepare essential items and make sure your suppliers, wedding party and trusted helpers know what they need to do.

The goal this week is simple: finish the remaining preparations, hand over responsibilities and make time to enjoy the excitement.

Wedding Date: _____

Wedding Venue: _____

Wedding-Day Contact Person: _____

Contact Number: _____

7 Days Before Your Wedding

Final Supplier and Venue Checks

- ○ Review your confirmed supplier bookings.
- ○ Check the final wedding-day schedule.
- ○ Confirm ceremony and reception venue access times.
- ○ Check photographer and videographer arrival times.
- ○ Confirm hair and makeup appointments.
- ○ Review catering arrangements and final guest numbers.
- ○ Confirm florist delivery arrangements.
- ○ Check wedding cake delivery or collection details.
- ○ Confirm entertainment setup times.
- ○ Review wedding transport collection locations.
- ○ Check any outstanding payments.
- ○ Share updated contact information with your wedding coordinator or trusted helper.

Guest and Wedding Party Arrangements

- ○ Send final reminders to wedding-party members.
- ○ Confirm preparation locations and arrival times.
- ○ Check that everyone has their required outfits.
- ○ Confirm ceremony participants understand their roles.
- ○ Review guest transport arrangements if applicable.
- ○ Check accommodation bookings.
- ○ Confirm arrangements for children participating in the wedding.
- ○ Share the wedding-day schedule with relevant people.

6–5 Days Before Your Wedding

Wedding Outfits and Accessories

- ○ Try on your complete wedding outfit one final time.
- ○ Check that clothing is clean and ready to wear.
- ○ Arrange steaming or pressing if needed.
- ○ Check shoes for comfort and condition.
- ○ Gather jewellery and accessories.
- ○ Check wedding-party clothing arrangements.
- ○ Place wedding rings in a safe location.
- ○ Prepare garment bags for transporting outfits.
- ○ Pack spare clothing or comfortable shoes if required.

Decorations and Important Items

- ○ Gather decorations being supplied personally.
- ○ Check table numbers and place cards.
- ○ Prepare wedding favours if applicable.
- ○ Pack guest books and keepsakes.
- ○ Prepare ceremony readings or printed vows.
- ○ Check any welcome signs or seating charts.
- ○ Label boxes containing wedding decorations.
- ○ Confirm who will transport these items.
- ○ Confirm who will collect items after the reception.

4–3 Days Before Your Wedding

Personal Preparations

- ○ Attend any remaining personal appointments.
- ○ Check hair and makeup arrangements.
- ○ Prepare skincare and personal care items.
- ○ Pack necessary medication and personal essentials.
- ○ Prepare an overnight bag if required.
- ○ Check honeymoon or post-wedding travel documents if applicable.
- ○ Charge phones and essential electronic devices.
- ○ Make time for regular meals, hydration and rest.

Weather and Travel Arrangements

- ○ Check the weather forecast.
- ○ Review the wet-weather plan for outdoor activities.
- ○ Check travel routes between wedding locations.
- ○ Confirm parking arrangements.
- ○ Allow extra travel time where appropriate.
- ○ Check accessibility arrangements.
- ○ Confirm transport contact numbers.
- ○ Inform relevant suppliers of any necessary changes.

2 Days Before Your Wedding

Final Packing Checklist

- ○ Wedding outfit
- ○ Wedding shoes
- ○ Jewellery and accessories
- ○ Wedding rings
- ○ Ceremony paperwork or identification if required
- ○ Printed vows or readings
- ○ Personal care essentials
- ○ Wedding emergency kit
- ○ Phone and charger
- ○ Overnight bag
- ○ Important supplier contact details
- ○ Payment information for any remaining balances
- ○ Decorations or accessories being delivered personally
- ○ Spare shoes or clothing if needed

Final Responsibility Checks

- ○ Confirm who is responsible for the wedding rings.
- ○ Confirm who will answer supplier questions.
- ○ Confirm who will oversee decoration deliveries.
- ○ Confirm who will collect gifts and cards.
- ○ Confirm who will assist with the wedding-party schedule.
- ○ Confirm who will manage any unexpected issues.
- ○ Share the final contact list with your trusted helper.

1 Day Before Your Wedding

Final Wedding-Day Preparations

- ○ Check that wedding outfits are ready.
- ○ Confirm the wedding rings are accounted for.
- ○ Check important documents are safely packed.
- ○ Place your phone and charger somewhere accessible.
- ○ Prepare everything needed for the following morning.
- ○ Check the time and location of your first appointment.
- ○ Confirm transport arrangements if necessary.
- ○ Set alarms.
- ○ Attend the wedding rehearsal if one is scheduled.
- ○ Hand over remaining practical tasks to your designated helpers.
- ○ Eat a proper evening meal.
- ○ Drink enough water.
- ○ Take time to relax.
- ○ Aim for a good night's sleep.

Wedding Week Appointment Tracker

Appointment or Task	Date	Time	Completed
Final outfit collection	_____	_____	☐
Hair appointment	_____	_____	☐
Beauty appointment	_____	_____	☐
Wedding rehearsal	_____	_____	☐
Decoration delivery	_____	_____	☐
Other	_____	_____	☐

Wedding Week Contact List

Venue Coordinator: _____

Telephone: _____

Photographer: _____

Telephone: _____

Transport Provider: _____

Telephone: _____

Wedding-Day Helper: _____

Telephone: _____

Final Items to Collect or Deliver

Item	Responsible Person	Completed
Wedding outfits	_____	☐
Wedding rings	_____	☐
Decorations	_____	☐
Wedding cake	_____	☐
Ceremony items	_____	☐
Emergency kit	_____	☐

My Final Wedding Week Priorities

Priority 1: _____

Priority 2: _____

Priority 3: _____

Additional Notes

_____

_____

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Your Happily Ever After Begins Here ❤

Now that the planning is complete and every little detail has been taken care of, it's time to put the checklists aside, enjoy every precious moment, and celebrate the beginning of your beautiful journey together.

Wishing you a wedding day filled with love, laughter, happiness, and memories to treasure for a lifetime." ❤