

# The Wedding Day Kit

## Day-of running order

Confirm timing with your venue and suppliers. Include transitions, food, travel, and a little room to breathe.

### Before the ceremony

Time / activity / place / owner. Include setup and arrival.

### Ceremony to dinner

Time / activity / place / owner. Include movement between spaces.

### Dinner to the last goodbye

Time / activity / place / owner. Include departure and collection.

## Supplier contact sheet

Keep this working page with your agreed point person. Share only the contacts they need.

### Venue and food

Name / role / phone / arrival / agreed service time.

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### Photography, music, and ceremony

Name / role / phone / arrival / agreed service time.

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### Flowers, transport, and other help

Name / role / phone / arrival / agreed service time.

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## Setup and collection notes

Name who is responsible for each handoff. Confirm access windows and venue rules.

### What arrives, and when

Item / supplier or helper / arrival window / placement.

### What needs to be set up

Item / instructions / assigned person / deadline.

### What leaves, and with whom

Item / collection time / owner / final destination.

## Final-week checklist

Use confirmed supplier deadlines. This page is a reminder to check, not a replacement for your agreements.

### Guest and supplier confirmations

Final counts, dietary and access needs, seating, supplier arrival, and payment status.

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### The current plan

Final running order, key contacts, weather decision, and who holds the latest copies.

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### Loose ends and owners

Open question / next action / owner / date to resolve.

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## Personal packing list

Give important items an owner and a place. Keep any personal or sensitive items with someone you trust.

### For getting ready

Clothes, shoes, accessories, comfort items, and anything needed for the ceremony.

### For the day itself

Vows, rings, water, snacks, weather layers, and personal essentials.

### For the end of the night

Change of clothes, overnight bag, transport, and who carries belongings home.

## The handover brief

One clear point person can help the day feel lighter. Agree on their role before giving them the plan.

### Our point person

Name / contact / when they take over / who supports them.

### What they can decide

Changes they may approve, anything that needs us, and agreed spending limits if any.

### The important handoffs

Latest schedule location, supplier briefings, weather decisions, gifts and belongings, and final collection.