

# JESSICA PHOTOGRAPHY KNIGHTON

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## Ultimate Checklist

for the Four Weeks Leading Up to Your Wedding

### 3 – 4 Weeks Before Your Wedding

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#### Vendor Check-ins

- Planner / Coordinator / Wedding Management
  - Finalize details and duties
  - Finalize vendor contact details
- Catering / Bar Service
  - Final guest count
  - Vendor meal count
- Photographer
  - Group shot lists
  - Important things to be photographed
- Florist / Decorator / Rentals
  - Confirm when they'll arrive
  - How to hold bouquets and pin on boutonnieres
- DJ / Entertainment
  - Important names and songs
  - Must-play and do-not-play lists
- Venue — final walkthrough
- Hair and Makeup
  - Confirm when everyone needs to be ready
  - Pro tip: you (the couple) should be ready before the wedding party!
- Officiant
  - Ceremony layout (both written and physical)
  - Care of paperwork after the ceremony
- Any other vendors (Photo Booth, Pet Attendants, etc.)

## Final Payments

- Pay any outstanding vendor invoices early to reduce post-wedding stress
- Determine vendor tips and organize in a designated spot
- Assign someone (planner or wedding party member) to distribute tips on the day

## 2 Weeks Out

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### Prepare for Your Guests

- Finalize your seating chart
- Alphabetize escort cards
- Pack instructional / directional signs
- Send a final email with important information to guests

### Wedding Party Check-ins

- Make sure everyone knows the timeline, their duties, and when to perform them
  - Dress fluffing
  - Tip distribution
  - Speech givers
  - Aisle and standing order
- Assign a "leader" for each side to keep everyone on time and ready
- Create a phone-sized schedule in Canva for the wedding party to reference

### Pack Important Items

- Marriage certificate
- Decor
- Emergency kit

## 1 Week Out

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### Beauty and Self-Care

- Haircuts for those with shorter hair / hair and makeup trial
- Get your nails done
- Schedule a relaxing massage
- Keep your regular fitness routine — no new workouts!
- Relax! Schedule a chill day before the big day

### Pack Outfits (Couple, Wedding Party & Family)

- Take outfits out of packaging; remove tags and extra stitching
- Iron or steam anything that needs it
- Lay out a "flat me" with everything you'll wear and pack neatly
  - Clothing
  - Undergarments + socks
  - Accessories (veils, ties, pocket squares, etc.)
  - Jewelry (rings, necklace, bracelet, watch, cufflinks, tie clip, etc.)
  - Shoes — don't forget comfy shoes for later!
- Pro tip: break those shoes in before the day — even Birkenstocks!
- Getting-ready outfits
- Overnight bags

### **Pack Details for Photographer**

- Stationery (2 copies if possible)
- Shoes
- Accessories
- Perfume / cologne
- Jewelry
- Dress trimmings or other special items
- Gifts for each other

### **Practice!**

- Ceremony
  - Order of events from processional to recessional
  - How everyone will walk down the aisle
  - Who will fluff the dress(es), as needed
  - Who will hold bouquets, as needed
  - Where the microphone stand will be (never between guests and couple)
  - Ceremony order, including anything you'll need to move around for
  - Vows
  - First kiss — practice this one!
  - Pause – dip – kiss on the recession
- Reception
  - Speeches (include time limits for speech-givers)
  - First Dance / Parent Dances

## **What NOT to Do in the Weeks Before**

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*Don't try anything new — no new skincare routines, new fitness routines, or new haircuts. Trust all the planning you and your vendor team have already done, and stick to it!*

- Avoid new skincare routines

- Avoid new fitness routines
- Avoid new haircuts

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Stay organized, stay calm, and ask for help when you need it. You've got this! 🙌