

First Planning Meeting Checklist

12 questions to work through together, wherever you get married.

Names: _____ Date: _____

- ☐ **1. Where will everyone stay?**
Rooming list, off-site lodging, accessibility, transportation.
- ☐ **2. Where is the rehearsal, and who pays for dinner?**
Guest count, host, food, setup, cleanup, property access.
- ☐ **3. What is our rain plan?**
Approved layout, guest count, deadline, rentals, safe shelter.
- ☐ **4. When does the sun set on our date?**
Confirm ceremony and portrait times with the photographer.
- ☐ **5. How long from the ceremony to dinner?**
Meal service speed, cocktail food, dances, music cutoff.
- ☐ **6. What will non-drinkers drink?**
Water, coffee, mocktails, ice, refills, labeled allergens.
- ☐ **7. Who handles alcohol service?**
Venue requirements, insured service, permits, last call.
- ☐ **8. How will we handle dietary needs at both meals?**
Rehearsal and reception menus, allergies, vendor meals.
- ☐ **9. Will we rent ceremony chairs or move them?**
Inventory, rental counts, assigned crew, accessible aisles.
- ☐ **10. Will wind affect our table settings?**
Secure decor, stable centerpieces, approved candles.
- ☐ **11. Who answers questions besides us?**
Point person, vendor contact sheet, spending approvals.
- ☐ **12. What happens Sunday morning?**
Contract checkout time, breakfast, packing, pickup, cleanup.

Next decision / person responsible / due date:
