PLANNING

Set the shared vision

Build a weekend around your priorities, people, and practical limits.

WEDDING WEEKEND RUN SHEET

CHOOSE YOUR ANCHORS

Before comparing details, agree on the experience you want to create and the decisions that are already fixed. Include every person whose needs materially affect the plan, and treat traditions as options rather than requirements.

- [ ] Write three priorities, such as time with family, a short ceremony, or an accessible venue.
- [ ] Name budget, date, location, cultural, faith, and sensory constraints.
- [ ] Decide who can approve spending, guest-list changes, and day-of decisions.
- [ ] List non-negotiable access needs for guests and wedding-party members.

EXAMPLE

Priority statement: ·We want a warm, low-pressure weekend where guests can rest, eat well, and attend without needing to drive after dark.·

PUT IT INTO PRACTICE

What should guests remember feeling when the weekend ends?

Which decisions can be simple because they are not priorities?

General planning information only. Confirm contracts, venue rules, accessibility arrangements, permits, insurance, food safety, and legal requirements directly with qualified vendors and local authorities.

PLANNING

Map the weekend

Create a single timeline before assigning details.

WEDDING WEEKEND RUN SHEET

DRAFT THE MASTER SCHEDULE

Start with immovable times: venue access, ceremony, meals, transportation, quiet hours, and vendor load-in. Add realistic travel, setup, restroom, meal, and transition time; a schedule is more useful when it includes buffers.

- [ ] Make separate views for hosts, wedding party, vendors, and guests.
- [ ] Use actual addresses, contact names, and time zones where relevant.
- [ ] Mark a 15-minute buffer before every public start time.
- [ ] Identify what happens if weather or travel changes the plan.

EXAMPLE

Timeline line: ·3:30 p.m. photographer arrives; 3:45 detail photos; 4:30 wedding party ready; 5:00 guest arrival; 5:30 ceremony.·

PUT IT INTO PRACTICE

Where is the schedule currently too tight to be kind?

What is the backup location or decision deadline for weather?

PLANNING

Assign calm ownership

Give every task one clear owner and a backup.

WEDDING WEEKEND RUN SHEET

CREATE A CONTACT SHEET

The couple or hosts should not need to answer routine questions while getting ready or celebrating. Assign a point person for each area, share only necessary contact information, and ask vendors how they prefer to communicate on the day.

- [ ] Name an event lead, vendor liaison, family contact, and emergency contact.
- [ ] Give each owner a task, decision limit, phone number, and backup.
- [ ] Share vendor meal, parking, access, and loading instructions in writing.
- [ ] Protect private details; do not publish phone numbers or addresses unnecessarily.

EXAMPLE

Assignment: ·Jordan·venue liaison·may approve changes under $100; backup: Sam; text only for urgent questions after 2 p.m.·

PUT IT INTO PRACTICE

Who can solve a late delivery without interrupting the couple or hosts?

Which person needs a printed copy because reception may be unreliable?

PLANNING

Confirm vendors respectfully

Turn assumptions into documented agreements.

WEDDING WEEKEND RUN SHEET

USE A VENDOR CONFIRMATION CHECKLIST

Review each contract and send one concise confirmation message shortly before the event. Do not ask a vendor to provide work outside the agreement without discussing availability, payment, and timing first.

- [ ] Confirm arrival window, setup needs, final headcount, payment method, and contact.
- [ ] Provide accurate access, parking, stairs, power, and noise information.
- [ ] State dietary, accessibility, and pronoun or name preferences respectfully.
- [ ] Ask what information the vendor needs to succeed and record their answer.

EXAMPLE

Message: ·Please confirm your 2:00·2:30 arrival, loading entrance, two meal count, and Casey as your on-site contact. Let us know if anything in the venue plan affects setup.·

PUT IT INTO PRACTICE

What promise or deadline needs written confirmation today?

What would make this vendor·s work safer or easier?

PLANNING

Prepare guests and spaces

Make arrival and participation clear for everyone.

PUBLISH USEFUL INFORMATION

Guests need practical guidance, not a minute-by-minute demand. Share arrival timing, attire only when helpful, transportation, accessibility, meal information, and a contact for questions. Offer choices when participation may be physically, financially, or emotionally difficult.

- [ ] Describe entrances, seating, mobility routes, restrooms, and quiet spaces accurately.
- [ ] Share transportation options and parking limits before the event.
- [ ] Collect dietary information securely and give caterers only what they need.
- [ ] Plan seating and activities without assumptions about couples, families, gender, or alcohol use.

EXAMPLE

Guest note: ·Ceremony seating opens at 5:00. The garden path has steps; an accessible entrance and reserved seating are available·contact Mia for support.·

PUT IT INTO PRACTICE

What information would prevent a guest from feeling lost on arrival?

Who might need a private, respectful check-in before the weekend?

PLANNING

Run the day

Use a short operational plan, not perfect control.

WEDDING WEEKEND RUN SHEET

DAY-OF COMMAND SHEET

Print a one-page schedule with addresses, contacts, key cues, and contingency choices. Start with a brief huddle, then let designated people handle ordinary changes. Pause before changing any safety-sensitive, contractual, or accessibility arrangement.

- [ ] Check venue access, weather plan, vendor arrivals, and essential items at the first huddle.
- [ ] Keep rings, documents, attire, medication, water, and chargers with named people.
- [ ] Serve meals and breaks to the wedding party and working vendors as arranged.
- [ ] Record material changes and receipts for later rather than debating them in the moment.

EXAMPLE

Huddle: ·Rain decision at 2:00; indoor ceremony is Plan B. Alex checks chairs, Priya texts guests only if the location changes.·

PUT IT INTO PRACTICE

What must be checked before guests arrive?

What can the team let go of if it changes without harming the experience?

PLANNING

Close out with care

Finish the weekend without losing people, property, or records.

WEDDING WEEKEND RUN SHEET

DEPARTURE AND FOLLOW-UP

Assign cleanup, gifts, personal items, rentals, and final payments before the event begins. Give everyone a humane endpoint; no guest or volunteer should be assumed available indefinitely. Follow up with gratitude and a factual review once rested.

- [ ] Confirm who takes cards, gifts, décor, leftovers, and personal belongings.
- [ ] Photograph rental items and note damage or missing pieces promptly.
- [ ] Check venue exit requirements and vendor pickup times.
- [ ] Send thanks, settle documented balances, and save contracts and receipts.

EXAMPLE

Closeout list: ·9:45 p.m. rentals counted by Lee; 10:00 gifts to locked car with Morgan; 10:15 venue walkthrough with coordinator.·

PUT IT INTO PRACTICE

Who has custody of each valuable item after the event?

What worked well enough to keep for future gatherings?