

THE COMPLETE

Wedding Planning Checklist

Every Beat. Every Moment. Every Spark.

DJ Hank Austin

Nashville's Premier Luxury Wedding DJ

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YOUR WEDDING INFORMATION

Bride's Name: _____

Groom's Name: _____

Wedding Date: _____

Day of Week: _____

Ceremony Location: _____

Ceremony Time: _____

Reception Location: _____

Reception Time: _____

Estimated Guest Count: _____

Total Budget: _____

THE FOUR FOUNDATIONS

Decide These Before Anything Else

Foundation 1: The Date

■ Decide on your wedding date (or date range)

Is there a meaningful date?: _____

Flexible on day of week?: _____

Preferred season?: _____

Target date or date range: _____

Notes:

Foundation 2: The Budget

■ Establish your total wedding budget

Couple's contribution: _____

Bride's family contribution: _____

Groom's family contribution: _____

Other contributions: _____

TOTAL BUDGET: _____

Notes:

Foundation 3: The Guest Count

■ Determine your guest count

Wedding size (Intimate/Small/Medium/Large): _____

Immediate family (both sides): _____

Extended family (both sides): _____

Parents' must-invite guests: _____

Close friends: _____

College/school friends: _____

Work colleagues: _____

Plus-ones: _____

Children invited? (Yes/No/Limited): _____

ESTIMATED TOTAL GUESTS: _____

Notes:

Foundation 4: Family Discussions

- Have family discussions before booking

Church ceremony important? (Yes/No): _____

If yes, which church?: _____

How involved do parents want to be?: _____

Who will attend venue tours?: _____

Who will attend tastings?: _____

Cultural/religious traditions to include?: _____

Notes:

VENUE



Your First Major Booking

Ceremony Venue

- Decide: Church or venue ceremony
- Schedule venue tours
- Confirm availability for your date
- Review venue requirements/restrictions
- Review sound system capabilities
- Plan weather contingency (if outdoor)
- BOOK CEREMONY VENUE

Venue name: _____

Address: _____

Contact name: _____

Phone: _____

Email: _____

Contract signed date: _____

Deposit paid \$: _____

Balance due \$: _____

Due date: _____

Notes:

Reception Venue

- Confirm availability for your date
- Schedule venue tours
- Review guest capacity
- Review what's included (tables, chairs, linens, etc.)
- Review catering requirements
- Review bar service options (4hr/5hr/6hr)
- Review parking/valet options
- BOOK RECEPTION VENUE
- LOCK IN YOUR WEDDING DATE

Venue name: _____

Address: _____

Contact name: _____

Phone: _____

Email: _____

Contract signed date: _____

Deposit paid \$: _____

Balance due \$: _____

Due date: _____

What venue provides: _____

What you need to rent: _____

Notes:

Bar Service

- Confirm: Does venue provide bar service?
- Review bar package options
- Decide: Open bar / Limited bar / Cash bar

Bar package hours: _____

Bride's preferred liquor/vodka: _____

Groom's preferred liquor/vodka: _____

Special bottles for couple/VIPs: _____

Bride's signature cocktail: _____

Groom's signature cocktail: _____

Notes:

PRIORITY VENDORS

Book Immediately After Venue

DJ / Entertainment

- Confirm availability for your date
- Schedule consultation
- BOOK DJ
- Discuss music style and preferences
- Provide must-play list
- Provide do-not-play list
- Review announcements and pronunciations
- Plan special dances
- Discuss MC style and event flow
- Confirm equipment and backup systems
- Schedule final walkthrough

DJ/Company: _____

Contact name: _____

Phone: _____

Email: _____

Contract signed date: _____

Deposit paid \$: _____

Balance due \$: _____

Due date: _____

Notes:

Photographer

- Confirm availability for your date
- Schedule consultation
- BOOK PHOTOGRAPHER
- Schedule engagement session
- Create shot list
- Plan family formal groupings
- Discuss first look (Yes/No)
- Confirm editing style and delivery timeline
- Review contract for image rights

Photographer/Company: _____

Contact name: _____

Phone: _____

Email: _____

Contract signed date: _____

Deposit paid \$: _____

Balance due \$: _____

Due date: _____

Engagement session date: _____

Engagement session location: _____

Notes:

Videographer

- Confirm availability for your date
- Schedule consultation
- BOOK VIDEOGRAPHER
- Discuss style (documentary vs. cinematic)
- Discuss drone footage
- Coordinate with photographer
- Discuss deliverables (highlight reel, full film)
- Review contract for footage rights

Videographer/Company: _____

Contact name: _____

Phone: _____

Email: _____

Contract signed date: _____

Deposit paid \$: _____

Balance due \$: _____

Due date: _____

Notes:

ADDITIONAL VENDORS

Wedding Planner / Coordinator

- Decide: Full planner / Day-of coordinator / Neither
- Confirm availability for your date
- Schedule consultation
- BOOK PLANNER/COORDINATOR
- Establish communication plan
- Schedule regular planning meetings
- Conduct venue walkthrough together

Planner/Company: _____

Contact name: _____

Phone: _____

Email: _____

Contract signed date: _____

Deposit paid \$: _____

Balance due \$: _____

Notes:

Officiant

- Decide ceremony style (religious/spiritual/secular)
- Confirm availability for your date
- Schedule consultation
- Confirm legally authorized in Tennessee
- BOOK OFFICIANT
- Schedule pre-wedding counseling (if applicable)
- Discuss ceremony personalization
- Review and approve ceremony script
- Confirm arrival time for rehearsal
- Confirm arrival time for wedding day

Officiant name: _____

Phone: _____

Email: _____

Fee \$: _____

Notes:

Catering

- Check if venue has required/preferred caterers
- Confirm availability for your date
- Schedule tasting
- BOOK CATERER
- Select cocktail hour menu
- Select reception dinner menu
- Note dietary restrictions
- Confirm serving style (plated/buffet/stations)
- Plan vendor meals
- Provide final guest count

Caterer/Company: _____

Contact name: _____

Phone: _____

Email: _____

Tasting date: _____

Contract signed date: _____

Deposit paid \$: _____

Balance due \$: _____

Final count due date: _____

Notes:

Florist

- Confirm availability for your date
- Schedule consultation
- BOOK FLORIST
- Confirm color palette
- Order bridal bouquet
- Order bridesmaids bouquets
- Order boutonnieres (groom, groomsmen, fathers)
- Order corsages (mothers, grandmothers)
- Plan ceremony flowers
- Plan reception centerpieces

Florist/Company: _____

Contact name: _____

Phone: _____

Email: _____

Contract signed date: _____

Deposit paid \$: _____

Balance due \$: _____

Notes:

Wedding Cake

- Confirm availability for your date
- Schedule tasting
- BOOK CAKE DESIGNER/BAKERY
- Select flavors and fillings
- Approve design
- Order cake topper
- Confirm delivery time and setup
- Plan cake cutting timing with DJ

Bakery/Designer: _____

Contact name: _____

Phone: _____

Tasting date: _____

Contract signed date: _____

Deposit paid \$: _____

Notes:

Hair Stylist

- Confirm availability for your date
- Schedule consultation
- BOOK HAIR STYLIST
- Schedule trial
- Attend trial - Approved? (Yes/Needs changes)
- Plan for bridesmaids and mothers
- Confirm wedding day arrival time

Stylist name: _____

Phone: _____

Email: _____

Trial date: _____

Wedding day start time: _____

Cost \$: _____

Notes:

Makeup Artist

- Confirm availability for your date
- Schedule consultation
- BOOK MAKEUP ARTIST
- Schedule trial
- Attend trial - Approved? (Yes/Needs changes)
- Plan for bridesmaids and mothers
- Arrange touch-up kit
- Confirm wedding day arrival time

Artist name: _____

Phone: _____

Email: _____

Trial date: _____

Wedding day start time: _____

Cost \$: _____

Notes:

Transportation

- Confirm availability for your date
- Schedule viewing/consultation
- BOOK TRANSPORTATION
- Arrange: Getting-ready to ceremony
- Arrange: Ceremony to reception
- Plan bridal party transportation
- Arrange guest shuttle (if needed)
- Book getaway car

Company: _____

Contact name: _____

Phone: _____

Vehicle(s): _____

Contract signed date: _____

Deposit paid \$: _____

Balance due \$: _____

Notes:

Rentals (If Needed)

- Confirm availability for your date
- Schedule showroom visit
- BOOK RENTAL COMPANY
- Select tables
- Select chairs
- Select linens (tablecloths, napkins, runners)
- Select charger plates
- Select dinnerware, flatware, glassware
- Select lounge furniture
- Select dance floor
- Confirm delivery and pickup times

Rental Company: _____

Contact name: _____

Phone: _____

Contract signed date: _____

Deposit paid \$: _____

Notes:

Lighting

- Confirm availability for your date
- Schedule consultation
- BOOK LIGHTING VENDOR
- Uplighting
- Pin spot lighting for centerpieces
- Dance floor lighting
- Custom monogram/gobo
- String lights/café lights
- Confirm venue fire codes for candles

Company: _____

Contact name: _____

Phone: _____

Contract signed date: _____

Cost \$: _____

Notes:

WEDDING PARTY

Bride's Side

Maid/Matron of Honor: _____

Second MOH (if applicable): _____

Bridesmaid 1: _____

Bridesmaid 2: _____

Bridesmaid 3: _____

Bridesmaid 4: _____

Bridesmaid 5: _____

Bridesmaid 6: _____

Groom's Side

Best Man: _____

Second Best Man (if applicable): _____

Groomsman 1: _____

Groomsman 2: _____

Groomsman 3: _____

Groomsman 4: _____

Groomsman 5: _____

Groomsman 6: _____

Additional Participants

Flower Girl(s): _____

Ring Bearer: _____

Ushers: _____

Readers: _____

Candle Lighters: _____

ATTIRE TRACKING

Bridesmaid Attire Tracker

Follow up with each one - they will forget

Name	Ordered	Arrived	Fitted	Picked Up	Shoes
_____	■	■	■	■	■
_____	■	■	■	■	■
_____	■	■	■	■	■
_____	■	■	■	■	■
_____	■	■	■	■	■
_____	■	■	■	■	■
_____	■	■	■	■	■
_____	■	■	■	■	■

Groomsmen Attire Tracker

Yes, they need follow-up too

Name	Measured	Ordered	Fitted	Picked Up	Shoes	Tie
_____	■	■	■	■	■	■
_____	■	■	■	■	■	■
_____	■	■	■	■	■	■
_____	■	■	■	■	■	■
_____	■	■	■	■	■	■
_____	■	■	■	■	■	■

_____	■	■	■	■	■	■
_____	■	■	■	■	■	■

WEDDING DRESS

■ Schedule bridal salon appointments

Appointment 1: _____

Appointment 2: _____

Appointment 3: _____

■ SELECT AND ORDER DRESS

■ Schedule fittings

Fitting 1: _____

Fitting 2: _____

Fitting 3 (final): _____

■ PICK UP DRESS

■ Select veil/headpiece

■ Select wedding shoes

■ Break in shoes

■ Select jewelry

■ Purchase undergarments/shapewear

■ Prepare getting-ready robe

■ Prepare emergency kit

Bridal salon: _____

Designer/Style: _____

Order date: _____

Estimated arrival: _____

Cost \$: _____

Notes:

GROOM'S ATTIRE

■ Select tuxedo or suit

■ Schedule fitting

■ Choose dress shoes

■ Select cufflinks and accessories

■ Choose tie or bow tie

■ Coordinate socks

■ PICK UP ATTIRE

Store/Rental company: _____

Style: _____

Fitting date: _____

Pickup date: _____

Cost \$: _____

Notes:

RINGS

- Shop for wedding bands
- Select bride's wedding band
- Select groom's wedding band
- Order rings
- Allow time for sizing/engraving
- PICK UP RINGS
- Arrange ring insurance

Jeweler: _____

Bride's ring: _____

Groom's ring: _____

Order date: _____

Ready date: _____

Total cost \$: _____

Notes:

INVITATIONS AND STATIONERY

Save-the-Dates

- Receive engagement photos
- Design save-the-dates
- Order save-the-dates
- Compile mailing list
- Address save-the-dates
- MAIL SAVE-THE-DATES

Date mailed: _____

Wedding Invitations

- Design invitations
- Proofread all details
- Order invitations
- Order invitation stamps
- Order RSVP stamps

■ Finalize guest list with addresses

■ Address invitations

■ MAIL INVITATIONS

■ Track RSVPs

■ Follow up with non-responders

■ FINALIZE GUEST COUNT

Designer/Company: _____

Quantity: _____

Date mailed: _____

RSVP deadline: _____

Final guest count: _____

Notes:

Wedding Website

- Create wedding website
- Add couple's story
- Add event details
- Add registry links
- Add hotel/accommodation info
- Add FAQs
- Set up guest photo sharing (QR code)

Website URL: _____

Photo sharing platform: _____

Additional Stationery

- Order ceremony programs
- Order menu cards
- Order place cards
- Order/create table numbers
- Create seating chart
- Order thank-you cards

Notes:

GUEST ACCOMMODATIONS

-
- Research hotels near venue
 - Arrange room block at Hotel 1
 - Arrange room block at Hotel 2
 - Research Airbnb/VRBO options
 - Add accommodation info to website/invitations
 - Arrange guest shuttle (if needed)

Hotel 1

Hotel name: _____

Address: _____

Phone: _____

Group rate \$: _____

Booking code: _____

Deadline: _____

Hotel 2

Hotel name: _____

Address: _____

Phone: _____

Group rate \$: _____

Booking code: _____

Deadline: _____

CEREMONY PLANNING

- Set ceremony start time
- Determine guest arrival time
- Meet with officiant to plan ceremony
- Write or select vows
- Select readings and readers
- Plan unity ceremony (candle, sand, etc.)
- Review and approve ceremony script
- Plan processional order

Ceremony start time: _____

Guest arrival time: _____

Who walks bride down the aisle: _____

Unity ceremony type: _____

Readings

Reading 1: _____

Reader: _____

Reading 2: _____

Reader: _____

Ceremony Music

Prelude: _____

Processional (wedding party): _____

Bride's entrance: _____

During ceremony (if applicable): _____

Recessional: _____

Notes:

RECEPTION PLANNING

Reception Timeline

Cocktail hour start: _____
Reception start: _____
Grand entrance: _____
First dance: _____
Dinner service: _____
Toasts and speeches: _____
Parent dances: _____
Cake cutting: _____
Open dancing: _____
Bouquet/garter toss: _____
Last dance: _____
Grand exit: _____

Special Dances

First dance song: _____
Father-daughter dance song: _____
Mother-son dance song: _____
Combined or separate parent dances: _____
Wedding party entrance song: _____
Bride and groom entrance song: _____

■ Anniversary dance ■ Champagne for longest-married couple

Toasts and Speeches

Order	Speaker	Time Limit
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Reception Activities

- Bouquet toss
- Garter toss
- Cake cutting
- Dollar dance
- Shoe game
- Photo booth
- Anniversary dance

Other: _____

Notes:

Late-Night Snacks

- Plan late-night food

Menu: _____

Vendor: _____

Service time: _____

Cost \$: _____

REHEARSAL AND REHEARSAL DINNER

Rehearsal

- Schedule rehearsal
- Confirm all participants can attend
- Walk through ceremony with officiant
- Practice processional and recessional
- Review special elements
- Coordinate cues with musicians/DJ

Rehearsal date: _____

Rehearsal time: _____

Rehearsal Dinner

- Confirm availability for your date
- Schedule visit/tasting
- BOOK VENUE

- Create guest list
- Send invitations
- Plan menu
- Arrange seating
- Plan toasts/speeches
- Give wedding party gifts (if not morning of)

Venue: _____

Address: _____

Contact: _____

Phone: _____

Time: _____

Guest count: _____

Cost \$: _____

HONEYMOON

- Discuss destinations
- Set honeymoon budget
- Book travel agent (if using)
- Select destination
- Book flights
- Book accommodations
- Book activities/excursions
- Purchase travel insurance
- Check passport expiration
- Check visa requirements
- Get vaccinations (if required)
- Pack for honeymoon

Destination: _____

Departure date: _____

Return date: _____

Airline: _____

Flight details: _____

Accommodations: _____

Confirmation number: _____

Passport expires: _____

Visa needed (Yes/No): _____

Travel agent: _____

Phone: _____

Budget \$: _____

Wedding Night

Where staying wedding night: _____

Who will handle luggage: _____

GIFTS

Bride and Groom Gifts to Each Other

■ Exchange gifts? ■ Yes ■ No

Bride's gift to groom: _____

Groom's gift to bride: _____

When to exchange: _____

Wedding Party Gifts

■ Select bridesmaids gifts

■ Select groomsmen gifts

Bridesmaids gift: _____

Groomsmen gift: _____

When to give: _____

Parent and Family Gifts

Bride's mother: _____

Bride's father: _____

Groom's mother: _____

Groom's father: _____

Grandparents: _____

Guest Favors

■ Select favors

Type: ■ Edible ■ Practical ■ Donation ■ Other

Description: _____

Quantity needed: _____

MARRIAGE LICENSE

- Research Tennessee requirements
- Apply for/obtain license
- Bring license to ceremony
- Officiant signs license
- Return to county clerk

Application date: _____

License expires: _____

Date filed: _____

Notes:

FINAL PREPARATIONS

Final Vendor Confirmations

Vendor	Confirmed	Arrival Time
Venue	■	_____
DJ	■	_____
Photographer	■	_____
Videographer	■	_____
Caterer	■	_____
Florist	■	_____
Cake delivery	■	_____
Hair & Makeup	■	_____
Transportation	■	_____
Officiant	■	_____
Lighting	■	_____
Rentals	■	_____
Coordinator	■	_____

Final Attire Check

- ALL BRIDESMAIDS: Dress, shoes, accessories ready
- ALL GROOMSMEN: Suit/tux, shoes, tie, accessories ready
- Flower girl outfit ready
- Ring bearer outfit ready

Final Tasks

- Final wedding dress fitting
- Pick up wedding dress
- Pick up wedding rings
- Pick up marriage license
- Finalize seating chart
- Create seating chart display
- Break in wedding shoes
- Confirm honeymoon reservations
- Prepare emergency kit
- Create day-of timeline
- Distribute timeline to wedding party
- Distribute timeline to vendors
- Prepare final payments
- Prepare cash tips in envelopes
- Pack for honeymoon

Assigned to distribute tips: _____

Notes:

DAY BEFORE WEDDING

-
- Attend rehearsal
 - Attend rehearsal dinner
 - Give wedding party gifts (if not morning of)
 - Lay out everything for wedding day
 - Confirm dress is steamed/pressed
 - Deliver items to venue (if permitted)
 - Manicure/pedicure
 - Give coordinator all vendor contacts
 - Get a good night's sleep

Rehearsal time: _____

Rehearsal dinner time: _____

Notes:

WEDDING DAY

- Eat a healthy breakfast _____
- Stay hydrated _____
- Hair and makeup begins _____
- Photographer arrives _____
- Get dressed _____
- First look (if having) _____
- Bridal party photos _____
- Ceremony begins _____
- Cocktail hour _____
- Reception begins _____
- Grand entrance _____
- First dance _____
- Dinner service _____
- Toasts and speeches _____
- Parent dances _____
- Cake cutting _____
- Open dancing _____
- Last dance _____
- Grand exit / Send-off _____
- **ENJOY EVERY MOMENT**

Notes:

POST-WEDDING

- Return signed marriage license to county clerk
- Return rented attire
- Preserve wedding dress (if desired)
- Send thank-you cards
- Change name (if applicable)
- - Social Security card

- - Driver's license
- - Passport
- - Bank accounts
- - Credit cards
- - Employment records
- - Insurance policies
- - Voter registration
- - Vehicle registration
- Review photos/video when ready
- Write reviews for vendors
- Enjoy being married

License filed date: _____

Attire returned date: _____

VENDOR PAYMENT TRACKER

Vendor	Total	Deposit	Paid	Balance	Due	Paid
Venue (Ceremony)	\$___	\$___	■	\$___	___	■
Venue (Reception)	\$___	\$___	■	\$___	___	■
DJ	\$___	\$___	■	\$___	___	■
Photographer	\$___	\$___	■	\$___	___	■
Videographer	\$___	\$___	■	\$___	___	■
Planner	\$___	\$___	■	\$___	___	■
Caterer	\$___	\$___	■	\$___	___	■
Bar Service	\$___	\$___	■	\$___	___	■
Florist	\$___	\$___	■	\$___	___	■
Cake	\$___	\$___	■	\$___	___	■
Hair	\$___	\$___	■	\$___	___	■
Makeup	\$___	\$___	■	\$___	___	■
Transportation	\$___	\$___	■	\$___	___	■
Officiant	\$___	\$___	■	\$___	___	■
Lighting	\$___	\$___	■	\$___	___	■
Rentals	\$___	\$___	■	\$___	___	■
Invitations	\$___	\$___	■	\$___	___	■
Other:	\$___	\$___	■	\$___	___	■
Other:	\$___	\$___	■	\$___	___	■

VENDOR TIP GUIDE

Prepare cash tips in labeled envelopes. Assign someone to distribute on your behalf.

Vendor	Suggested Tip	Amount	Ready
DJ	\$50-\$200	\$_____	■
Photographer	\$50-\$200	\$_____	■
Videographer	\$50-\$200	\$_____	■
Catering Staff (each)	\$20-\$50	\$_____	■
Bartenders (each)	\$20-\$50	\$_____	■
Hair Stylist	15-20%	\$_____	■
Makeup Artist	15-20%	\$_____	■

Transportation Driver	15-20%	\$_____	■
Coordinator/Planner	\$50-\$200	\$_____	■
Officiant	\$50-\$100	\$_____	■
Delivery Drivers	\$10-\$20 each	\$_____	■

NOTES

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