

THE WEDDING PLANNER'S

TOOLKIT CHECKLIST

DOCUMENTS

Contract
Client Briefing / Proposal
Supplier Contracts
Legal Documents
Welcome Package
Business Plan
Other Documents?

LOGISTICAL

Van / Car
Storage Boxes
Containers
Toolbox / Hardware Caddy

FLORAL ITEMS

Bouquet Holder
Florist Tape
Florist Wire
Corsage/Wrist Bands
Floral Pins
Buttonhole Pins
Florist Scissors
Pruning Scissors
Thorn Stripper
Twine
Ribbon
Ruler / Measuring Tape
Tweezers
Oasis / Floral Foam
Containers
Buckets
Vases
Jugs / Pitchers
Pearls
Decorative Wire
Tulle / Mesh
Chicken Wire
Florist Glue

HABERDASHERY

Sewing Kit
Thread
Hem Tape
Needles (various sizes)
Pins
Safety Pins
Scissors
Buttons
Ribbon
Fabric Marker
Stain Remover
Lint Roller
Chalk
Clothes Iron
Steamer
Spray Bottle
Hangers
Suit Cover
Dress Bag
Shoe Boxes
Shoe Polish
Anti-static Spray
Extra Tie/Belt/Cuff links
Costume Jewelry

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HEALTH ITEMS

First-Aid Kit
Band-Aids
Eye Drops
Tissues
Wet Wipes
Pain Killers
Hand Sanitizer
Antacid
Non-drowsy Allergy Meds
Tampons/Pads
Throat Lozenges
Sinus Tablets
Basic Flu Kit
Toothbrush
Toothpaste
Mouthwash
Floss
Breath Mints / Gum
Foot Scrub
Foot Cream
Anti-odor Powder/talc
Anti Blister Spray
Heel Protectors

FOOD + DRINKS

Granola / Breakfast Bars
Water
Juice
Nuts and Seeds
Dried Fruit / Rolls
Candy
Chewing Gum

BEAUTY ITEMS

Mirror
Hairbrush
Comb
Roller Brush
Q-Tips / Cotton Swabs
Straightener / Curling Iron
Hairspray
Deodorant
Perfume
Body Lotion
Talc / Powder
Moisturizer
Tweezers
Sunscreen
Face Serum

NAIL CARE

Nail Polish
Nail Files
Cuticle Pusher
Base + Top Coat
Nail Kit
Extra Press-on Nails
Nail Glue
Cuticle Oil
Nail Polish Remover
Cotton Wool
Clear Nail Polish
French Manicure Kit
Nail Clippers / Cutter

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MAKEUP

- Mascara
- Fake Lashes + Glue
- Eye Liner Pencil
- Eye Liner Liquid
- Lip Balm
- Lipstick / Gloss
- Lip Liner
- Primer
- Foundation
- Concealer
- Setting Powder
- Contouring Kit
- Blush
- Highlighter
- Eye Shadow Kit
- Makeup Brush Set
- Brow Kit
- Makeup Setting Spray

OTHER ITEMS

- Vaseline
- Hair Ties + Bobby Pins
- Matches / Lighter
- Bug Spray
- Phone Chargers
- Adapters + Cords
- Pocket Knife
- Sunglasses
- Trash Bags / Dress Bags
- Extra Cash
- Notebook + Pens
- Calculator

CRAFT ITEMS

- Sticky Tack
- Super Glue
- Double-sided Tape
- Sticky Tape
- Glue Dots
- Scissors
- Card Stock
- Beads and Sequins
- Fishing Line
- Thread, String and Elastic
- Twine and Rope
- Jars
- Extra Candles
- Markers / Sharpies
- Stickers
- Standard Hole Punch
- Various Shape Punches
- Stapler and Staples
- Rubber Bands
- Various Paper Clips
- Rulers and Measuring Tape
- Leveler
- Distance Meter
- Pencils
- Various Colored Pens
- Craft Paint
- Paint Brushes
- Spray Paint
- Additional Craft Items
- Additional Decor Items

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