



Wedding Binder Checklist

1

Everything You Need to Include in Your Wedding Binder

WEDDING OVERVIEW

- Wedding date(s)
- Ceremony & reception venues
- Theme / style notes
- Color palette
- Important notes & decisions

THIS IS US

- Engagement details
- Our story / memories
- Vision for the day
- What matters most to us

CONTACTS & ADDRESS BOOK

- Vendor contact details
- Wedding party contacts
- Guest contacts
- Emergency contacts

BUDGET & PAYMENTS

- Overall wedding budget
- Individual vendor budgets
- Deposits paid
- Remaining balances
- Payment due dates
- Receipts & invoices

CALENDAR & PLANNING SCHEDULE

- Month-by-month planning calendar
- Key deadlines
- Appointments & fittings
- Payment timelines

TO-DO LISTS & PLANNERS

- Master to-do list
- Monthly checklists
- Weekly planning pages
- Vendor follow-ups

DUTIES & RESPONSIBILITIES

- Assigned tasks
- Who's responsible for what
- Wedding party duties

TIMELINES

- Wedding planning timeline
- Wedding day schedule
- Vendor arrival times
- Ceremony & reception flow

ENGAGEMENT & PRE-WEDDING EVENTS

- Engagement party planning
- Bridal shower details
- Bachelor / bachelorette plans

REHEARSAL DINNER

- Venue & timing
- Guest list
- Menu planning
- Seating notes

CEREMONY

- Ceremony outline
- Vows or readings
- Music selections
- Officiant notes

RECEPTION

- Floor plan
- Menu & drinks
- Décor setup
- Speeches & traditions

SEATING & GUESTS

- Guest list
- RSVPs
- Meal choices
- Seating chart drafts

DRESSES, ATTIRE & ACCESSORIES

- Wedding dress details
- Fittings & alterations
- Accessories
- Wedding party attire

BEAUTY & JEWELRY

- Hair & makeup trials
- Final looks
- Jewelry selections
- Appointment schedule

EMERGENCY KITS

- Wedding day emergency items
- Comfort & care essentials

STATIONERY & INVITATIONS

- Save-the-dates
- Invitations
- RSVPs
- Thank-you cards





Wedding Binder Checklist

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Everything You Need to Include in Your Wedding Binder

DECOR, LINEN & FAVORS

- Décor ideas
- Linen rentals
- Favors & packaging
- Setup notes

GIFT REGISTRY

- Registry items
- Purchases received
- Thank-you tracking

HONEYMOON

- Travel bookings
- Accommodation details
- Packing lists
- Travel documents

VENDORS

- Vendor contracts
- Payment terms
- Final confirmations
- Contact details

NOTES & EXTRAS

- Brain dumps
- Ideas & inspiration
- Questions to follow up
- Miscellaneous notes

TIP

For best results, pair this checklist with labeled wedding binder dividers so every section has a clear place — making your binder easy to use, not overwhelming.



NOTES

