



# Wedding Binder Checklist

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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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## 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

