



FREE PDF

Gdansk, Poland and Europe

Wedding Planner Checklist for Working With the Photographer

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Big wedding preparation checklist: venue, guests, vendors, timing and photos

Tick completed tasks and write the responsible person next to each item. This PDF gathers everything in one place: venue/restaurant, videographer, invitations, reservations, documents, family shot list and final timeline.

Karina Petkevich · karinaphoto.com · wedding and portrait photography in Gdansk, Poland and Europe

Wedding foundations

	Responsible	Deadline
☐ Choose date or date range		
☐ Choose city and country		
☐ Agree the total budget		
☐ Decide who contributes financially		
☐ Set priorities: food, photos, location, guests, decor		
☐ Create guest list A/B		
☐ Choose format: intimate, restaurant, outdoor ceremony, destination		
☐ Create a budget and payment tracker		
☐ Create folder for contracts and invoices		
☐ Check legal marriage requirements		

Venue, restaurant and catering

	Responsible	Deadline
☐ Shortlist venues/restaurants		
☐ Check capacity for your layout		
☐ Confirm menu cost per person		
☐ Check deposit and cancellation terms		
☐ Confirm corkage and alcohol policy		
☐ Check ceremony space		
☐ Confirm vendor access time		
☐ Check parking and guest arrival		
☐ Check bridal room/getting-ready space		
☐ Confirm bad weather plan		
☐ Schedule tasting		
☐ Set final headcount deadline		

Vendor team

	Responsible	Deadline
☐ Book photographer		
☐ Book videographer		
☐ Decide if you need a planner		
☐ Book host/MC		
☐ Book DJ/band/musicians		
☐ Choose florist and decorator		
☐ Book makeup and hair team		
☐ Order cake/dessert table		
☐ Book transport		
☐ Confirm officiant/celebrant		
☐ Collect contracts and payment dates		
☐ Create vendor contact list		

Guests and invitations

	Responsible	Deadline
☐ Collect correct guest names		
☐ Collect addresses, phones and emails		
☐ Prepare save the date		
☐ Write invitation copy		
☐ Choose invitation languages		
☐ Choose print or digital invitations		
☐ Set RSVP form		
☐ Set RSVP deadline 3-4 weeks out		
☐ Track replies		
☐ Collect dietary restrictions		
☐ Collect kids/accommodation notes		
☐ Send reminder one week before		

Reservations and logistics

	Responsible	Deadline
☐ Book hotel for the couple		
☐ Reserve rooms or share hotel list for guests		
☐ Check airport/train transfers		
☐ Plan transport between locations		
☐ Prepare parking map		
☐ Confirm car arrival times		
☐ Check destination travel documents		
☐ Book welcome dinner/brunch if needed		
☐ Prepare emergency contacts		
☐ Save addresses offline		

Looks, rings and details

	Responsible	Deadline
☐ Choose dress and suit		
☐ Plan fittings		
☐ Buy and break in shoes		
☐ Choose rings		
☐ Plan engraving		
☐ Choose accessories		
☐ Prepare vow books		
☐ Prepare welcome cards or gifts		
☐ Gather flat lay details		
☐ Confirm steaming/pressing		

Ceremony and reception flow

	Responsible	Deadline
☐ Choose ceremony format		
☐ Write vows		
☐ Choose entrance music		
☐ Confirm processional order		
☐ Assign ring responsible person		
☐ Build reception timeline		
☐ Confirm first dance		
☐ Confirm speeches/toasts		
☐ Choose cake moment		
☐ Plan end of night		

Photo, video and content

	Responsible	Deadline
☐ Call with photographer		
☐ Call with videographer		
☐ Align visual style		
☐ Prepare family shot list		
☐ Reserve couple portrait time		
☐ Plan golden hour		
☐ Agree publication limits		
☐ Prepare detail list		
☐ Decide on content creator		
☐ Send final timeline to photographer		

Final month

	Responsible	Deadline
☐ Finalize menu		
☐ Finalize seating chart		
☐ Confirm all vendors		
☐ Make final payments		
☐ Gather documents		
☐ Check weather		
☐ Prepare plan B		
☐ Send final timeline to team		
☐ Pack emergency kit		
☐ Assign wedding-day responsibilities		

Wedding day

	Responsible	Deadline
☐ Eat breakfast		
☐ Do not hold your phone all day		
☐ Send questions to coordinator/friend		
☐ Keep water nearby		
☐ Keep 15 minutes only for the couple		
☐ Do not rush key moments		
☐ Check rings and documents		
☐ Do family photos from the list		
☐ Trust the team		
☐ Be present		

Planner: project management

	Responsible	Deadline
☐ Collect couple brief		
☐ Lock priorities and non-negotiables		
☐ Create master timeline		
☐ Create vendor contact sheet		
☐ Track budget		
☐ Control contracts		
☐ Prepare risk list		
☐ Agree plan B		
☐ Build production schedule		
☐ Assign zone responsibilities		
☐ Prepare venue checklist		
☐ Prepare final call sheet		

Venue and restaurant

	Responsible	Deadline
☐ Check floor plan		
☐ Check load-in/load-out		
☐ Confirm decorator access		
☐ Set welcome zone		
☐ Set ceremony area		
☐ Check sound and electricity		
☐ Check getting-ready rooms		
☐ Confirm storage		
☐ Confirm vendor meal		
☐ Confirm final headcount		
☐ Confirm seating chart		
☐ Check candle/confetti rules		

Vendors and wedding day

	Responsible	Deadline
☐ Confirm vendor arrival times		
☐ Send final timing		
☐ Sync photographer and videographer		
☐ Set decor photo window		
☐ Assign family photo helper		
☐ Check florals		
☐ Check cake		
☐ Check ceremony music		
☐ Manage speeches and first dance		
☐ Solve guest questions without involving couple		

After the wedding

	Responsible	Deadline
☐ Collect couple belongings		
☐ Check rental returns		
☐ Collect lost items		
☐ Agree vendor images		
☐ Check credits		
☐ Collect reviews		
☐ Close final invoices		
☐ Write post-wedding recap		
☐ Send documents to couple		
☐ Collect case study materials		

Notes

The structure is based on research into wedding planning checklist, venue checklist, stationery timeline, coordinator checklist and photo shot list formats.