

PLANNING TOGETHER

Final Details Checklist

Everything to confirm before your wedding day.

Use this checklist in the final weeks before your wedding and bring it to your final details meeting. It will help ensure timings, numbers, menus, accommodation and personal touches are clearly recorded.

Amber Springs Hotel | Gorey | County Wexford

Guest Numbers and Seating

■ Confirm final adult, child and evening guest numbers
■ Submit final table plan and alphabetical guest list
■ Confirm highchairs, accessible seating and mobility needs
■ Provide final dietary requirements and allergies

Ceremony

■ Confirm ceremony time and location
■ Confirm celebrant or officiant details
■ Provide ceremony music and readings
■ Confirm reserved seating and ceremony participants
■ Agree wet-weather alternative for an outdoor ceremony

Reception and Dining

■ Confirm drinks reception arrangements
■ Confirm final menu and children's meals
■ Confirm wine and toast drink arrangements
■ Confirm speeches and approximate duration
■ Confirm evening food and expected evening numbers

Decor and Personal Items

■ List all decor, signage, favours and personal items
■ Label boxes clearly by destination or table
■ Confirm cake delivery and display arrangements
■ Confirm memorial table or family photographs
■ Agree collection arrangements for personal items

Accommodation and Payments

■ Check wedding party and guest bedroom reservations
■ Confirm bridal suite arrangements
■ Confirm arrival and departure plans
■ Review final account and payment dates
■ Provide emergency contact numbers for the wedding day

Final Meeting Notes

Notes