

The
WEDDING
+ EVENT
CREATORS

THE ULTIMATE DIY WEDDING CHECKLIST



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LIGHTING

- Toilets
- Marquee/Barn
- Outside area- pre drinks
- Connecting areas eg path to bathrooms
- Parking area/Bus collection
- Catering area
- Festoons/Fairy (how will you set up, do a check of power location and access)

Parking Or Buses

- Where is the parking- access Ok?
- Where will the bus park to let guests off (check lighting to space) and access?
- Signage and directional arrows?
- Parking helper for the day needed?

Toilets

- Signage/Directional Arrows needed?
- Hand Soap/Toilet Paper/Care Kit/Hand or Paper Towel purchased/required?
- Lighting sufficient?
- Enough toilets/can the sewer system handle large guest numbers or hire toilets if needed?

TIPS

-MAKE SURE YOU COVER LIGHTING ACROSS ALL AREAS OF YOUR WEDDING

-DO A TEST RUN THE DAY BEFORE/LEAD UP TO FIND ANY MISSED/DARK SPOTS THAT NEED ADDRESSING

TIPS

- MAKE SURE YOU LET SUPPLIERS KNOW IN ADVANCE EG CATERING THEIR REQUIRED PARKING AREA.

- SECTION OFF ANY 'DO NOT PARK' AREAS SO THERE ARE NO CARS IN THE BACKGROUND OF PICS/VIEW!

TIPS

- MAKE UP A LITTLE CARE PACK FOR THE TOILETS WITH THINGS LIKE MINTS, LIP GLOSS, PERFUME, HAND CREAM FOR YOUR GUESTS TO USE.

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Power

- Is there 3 phase power or enough power needed?
- Generator required?
- Purchase extension leads and power boards for all electrical equipment/extras as back up?
- Check supplier power requirements eg portable PA needed for celebrant, power access?
- Safety mats needed or electrical gaffa tape to tape down leads?

Bins & Rubbish

- Are there bins hired- enough on site?
- Does venue provide bin bags or BYO (ensure they fit the bins eg large and extra strong?)
- Where is rubbish being stored during wedding- advise all catering and planning staff?
- Do you have a bottle recycling system in place?
- Does venue dispose of rubbish or BYO- make arrangements with tip or trailer hire if BYO?

TIPS

- ALWAYS CHECK POWER REQUIREMENTS WITH THE VENUE

TIPS

- MAKE SURE YOU PACK EXTRA LARGE/WIDE AND STRONG GARBAGE BAGS, THE THIN AND SMALLER TYPE OFTEN RIP AND DON'T FIT INTO HIRED BINS!

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Hire Items

- Break out /Chill Zone Canapé furniture
- Ceremony furniture arranged
- Tabletop furniture eg candles, florals for the tables and surfaces
- Lighting, *see above*
- Signage- Directional signs, ceremony, place cards, menu signs and seating charts
- Logistical Hire eg cool room, bins etc
- Catering Items eg crockery, glassware etc

TIPS

- MAKE SURE YOU CONSIDER ALL AREAS OF THE WEDDING FROM CEREMONY, PRE DRINKS & RECEPTION.

- 70% OF SEATING IS RECOMMENDED FOR MOST COCKTAIL STYLE OR CANAPE STYLE WEDDINGS SO WORK OFF THIS RATIO WHEN HIRING

- LOOK TO REPURPOSE/REUSE YOUR CEREMONY FURNITURE AND FLORALS TO SAVE ON COSTS (HAVE A HELPER MOVE AFTER CEREMONY)

Bar - If DIY your own bar check off the following items;

- Drink tubs
- Ice
- Drink dispensers and pre made punch/cocktail mixes
- Drinks - Wine/Beer and Soft Drinks/Juices
- Bottle Openers
- Glassware and/or Paper Cups
- Table
- Signage/Menu Board
- Staffing

TIPS

- MAKE SURE YOU BUY PLENTY OF ALCOHOL TO AVOID RUNNING OUT- MANY LOCAL BOTTLE SHOPS WILL OFFER A BUY BACK SERVICE FOR UNOPENED CASES.

ALWAYS HAVE RSA STAFF TO SERVE YOUR DRINKS. HAVING A SELF SERVE BAR MEANS THERE STILL NEEDS TO BE SOMEONE CLEARING GLASSES/REPLENISHING ICE AND DRINKS AND RE STOCKING!

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Catering equipment

- Plates/Cutlery
- Tea/Coffee station items
- Glassware
- Linen/Napkins
- Prep tables and catering ovens
- Check and advise location of set up for the catering team

Heating or Cooling

- Consider Fans/Umbrellas and Shade for warm weather
- Heaters, blanket kits for cooler weather

Coolroom or Generator

- Is a cool room and/or Eskys needed?
- Have you arranged someone to collect the ice (most weddings DIY require 30-40 bags of ice)
- Does the property need additional power eg a generator hired in, if so, test this in advance and show key people how to work it.

TIPS

- ALWAYS SEND YOUR HIRE LIST TO YOUR CATERING AND BAR COMPANY IN ADVANCE TO GIVE IT THE CROSS CHECK AND MAKE SURE NOTHING HAS BEEN OVERLOOKED.
- ENSURE THERE IS A GOOD SPACE FOR CATERING TEAM TO SET UP/PREP AND CLOSE DISTANCE FOR SERVICE (PLUS LIGHTING!)

TIPS

- CONSIDER THE COMFORT LEVELS OF YOUR GUESTS FOR ALL TYPES OF WEATHER AND CATER TO THOSE NEEDS

TIPS

- DON'T UNDERESTIMATE HOW MUCH ICE A WEDDING GOES THROUGH, FOR A 100 GUEST WEDDING, 35 BAGS ARE RECOMMENDED (NO ONE LIKES WARM BEER!)

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Cleaning/Pack up

- Do you have a pack up/cleaning plan?
- Cleaning Kit arranged eg dustpan, spray and wipe/wipes, detergent, paper towel, tea towels, broom, rubbish bags, gloves

Event Kit

- Pack a day of wedding event kit for your wedding.
Include things like; scissors, twine, fishing line, electrical leads, gaffa tape, safety pins, sticky tape, mallet, first aid kit, blu tak and other potential 'fix-it' items .

Contact List

- Circulate this to all key parties eg catering, planner, venue and coordinator.
- Consider having your contact list in the cloud or google drive so you can always access.

TIPS

- CONSIDER HIRING IN A PACK UP TEAM THE NEXT DAY OR ROPING IN FAMILY HELPERS- IT'S OFTEN A BIG AND UNDERESTIMATED JOB!

TIPS

- AN EVENT KIT AS AN ESSENTIAL PART OF A DIY WEDDING.

IT INCLUDES ITEMS YOU MAY NEED DURING THE DAY TO HAVE ON HAND OR THE DAY PRIOR WHEN SETTING UP- AND MAY BE A LIFESAVER!

TIPS

- ENSURE ALL YOUR KEY SUPPLIERS ARE ON A SUPPLIERS LIST CONTACT SHEET AND HAND OUT TO YOUR COORDINATOR, CATERING OR KEY PEOPLE ASSISTING ON WEDDING SO THEY ARE AT HAND ON THE DAY

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Music and Sound

- How will that music be played eg via iPod, iPhone, iPad or speakers?
- Confirm you have sufficient power leads, leads to run from phone to the system, item is charged, pass codes off etc.
- Confirm no wifi/bluetooth in case of internet issues
- Test run with key parties
- Do you have a music back up plan?

Final Check

- Set up/styling notes outlined for any key people setting up to have a copy of
- Run Sheet/Timeline of the day made up and handing to key suppliers eg coordinator, venue, catering
- Floor Plan- given to set up team
- Seating Chart- given to catering
- Hire List- cross checked off to ensure nothing missing

TIPS

- MAKE SURE YOU DO A THOROUGH TEST RUN THROUGH WITH THE KEY PEOPLE INVOLVED WITH CUEING YOUR MUSIC THE DAY BEFORE YOUR WEDDING SO YOU CAN IRON OUT ANY HICCUPS AND EVERYONE IS ON THE SAME PAGE.

THE ULTIMATE DIY WEDDING CHECKLIST HAS BEEN PRODUCED BY THE WEDDING PLANNING TEAM AT THE WEDDING AND EVENT CREATORS.

OFFERING HIRE, PLANNING, STYLING AND SET UP, ON THE DAY COORDINATION, FLORALS PLUS THE GELATO BIKE!

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