



The Ultimate Wedding Day Survival Guide



How to Ensure a Flawless Celebration with Essential Preparations

Hey there!

It's Top Tier Planning – your expert in virtual wedding planning! We believe your wedding day should feel joyful, not chaotic. After many months of planning, it's finally time to enjoy the fruits of your labor, and gosh darn it, actually enjoy your day as a bride!!! The key to a smooth day is **preparation, delegation, and having everything in one place**. That's where this guide comes in.

Pro Tip You'll see a few of these throughout the document... here's one now! Share this guide with a trusted person (maid of honor, bestie, your most organized friend, etc.) who will *own* this guide on your wedding day.

What's included:

Wedding packing list (including emergency kit essentials)

Wedding day timeline tips

Wedding day timeline blueprint

Wedding day deliveries

Wedding day key role assignments

Wedding day key contacts

Wedding Day Packing List

You decide which essentials you'd like to pack to take with you wherever you are staying or getting dressed for your wedding, and which you'll pack in your emergency kit. Think about the items you'll need while getting ready at the hotel (packed) and which items you'll want in an emergency bag or kit that you can assign to someone trusted to bring along to the wedding for quick, last-minute access. You can have both "packed" and "emergency" checked for items you will be placing in both locations. We've left you empty spaces to fill in your own items.

Personal Care Essentials	
Deodorant	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Lotion	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Perfume	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Tissues	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Lip balm	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Makeup touch-up kit (foundation, powder, lipstick/ lipgloss, blotting paper)	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Tweezer	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Q-tips	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Contacts	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Contact solution	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Listerine	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Floss	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Nail file	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Nail clipper	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Clear nail polish	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Nail glue	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Nail polish remover	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Cotton balls	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Small mirror	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency

Flat iron	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Hair spray	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Hairbrush + comb	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Bobby pins + hair ties	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
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Wardrobe Essentials	
Wedding dress + hanger	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Veil + hair accessories	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Wedding shoes	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Comfortable shoes	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Jewelry	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Undergarments	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Pijama + robe	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency
Slippers	<input type="checkbox"/> Packed <input type="checkbox"/> Emergency

Wedding Day Timeline Tips

- Make sure your key vendors and anyone assisting you with day-of wedding details have the latest timeline.
- Contact all vendors the week of your wedding to confirm, for the last time, their arrival times, drop-off and pickup times for any deliveries, and beginning and end times for any services.

Pro Tip If you can get all parties on a Zoom call, even better!

- Communicate to vendors who their point of contact is for the day, so they know who they're allowed to take direction from and what they'll still need your approval for.
- Leave some space in your timeline. Not everything goes exactly as planned, so as great as it is to have things timed to the minute, it doesn't leave you space to breathe and you'll always feel like you're behind. Give things a few minutes longer than you need—this way, even when you're behind, you have moments to catch up because you've been building in extra time along the way.

Wedding Day Timeline Blueprint

Months ahead of the wedding, create a simple timeline of wedding day events that includes all the key milestones of the day. This will be the foundation for your detailed (sometimes minute-by-minute) timeline that you and/or your planner will develop. Here's a general list of wedding day milestones to get you started. As you confirm the times, place a check mark next to each item as a reminder that it is confirmed and the information can be used to create your finalized timeline.

- Hair & makeup starts: _____
- Breakfast delivered: _____
- Wedding planner/ coordinator arrives: _____
- Bouquet + boutonnieres arrive: _____
- Photographer arrives*: _____
- First look photos: _____
- Venue access begins: _____
- Rentals arrive: _____
- Florist/ decor setup: _____
- DJ arrives: _____

- Officiant arrives: _____
- Bridal party arrives at venue: _____
- Guest arrival: _____
- Ceremony music begins: _____
- Wedding processional: _____
- Wedding program: _____
- Wedding recessional: _____
- Family photos: _____
- Cocktail hour: _____
- Open bar hours: _____
- Wedding party entrance: _____
- First dance: _____
- Dinner: _____
- Speeches: _____
- champagne toast: _____
- Dancing: _____
- Cake cutting: _____
- Bouquet toss: _____
- Dancing continues: _____
- Photos with guests: _____
- Bride and groom send-off: _____

Pro Tip Clean the ring boxes, gather your invitation suite, and have your dress, shoes, and accessories nearby so they are photo-ready when your photographer arrives. If you'd like photos of you getting your hair and makeup done, be sure not to finish too early (time it closer to the photographer's arrival; if there's anyone else getting hair and makeup done, let them go first).

Wedding Day Deliveries

Item	Pickup or Delivery? POC? Time?	Pickup or Delivery location?	Return needed? POC? Time? Location?
Breakfast*			
Rentals			
DIY Decor			
Printed materials			
Cake			
Catering			
Bar			

Pro Tip Order breakfast or lunch for the bridal party, and stock your getting-ready room with water and snacks.

Wedding Day Key Role Assignments

- If you're not staying in the same room where you are getting ready, assign one person to pack and clear out the getting-ready space. That person needs to ensure nothing is left behind and move all belongings to your next location (hotel room, car, etc.).
- You'll need someone who will be in possession of the wedding day emergency kit you have packed by now (refer to the packing list section). Ideally, they are part of the bridal party or someone who will be accessible to you all day and night.
- Assign 2-3 of your most reliable friends or family members to be in charge of ceremony and reception setup. Whether working alone or with the help of your event coordinator and/or venue staff, they'll ensure all of the decor elements are in place. This includes wedding programs, directional signage, guest book, card box, seating assignment chart, place cards/escort cards, table numbers, cake knife and server, champagne flutes, cake topper, etc.
- Have the same 2-3 people collect these items at the end of the night.
- If you have a third person, assign them solely to place/ escort cards, as this can be a time-consuming task.
Pro Tip Escort cards should be alphabetized before the wedding day.
- Your florist or decorator will most likely place the centerpieces on your tables, but remember that they will need to be collected and packed into your car at the end of the night.
- You'll need someone to put out your wedding favors and replenish them as necessary. Any remaining favors will need to be collected at the conclusion of the wedding.
Pro Tip Don't put out favors until closer to the time your guests depart the wedding. Guests tend to grab them as soon as they see them, so it's best to have them available when they're on their way out.
- Task you maid-of-honor and best man with holding onto the wedding bands until the officiant asks for them during the ceremony.
Pro Tip If you're going with a ring bearer, never give him or her your real wedding bands. Give them a fake... no one will know.

- Assign one person to hold onto the tip envelopes and any final fees still owed to vendors, and instruct them on when to pay these individuals.
- Introduce your photographer to their point of contact for the day. This should be someone who knows who's who on both sides of your families and doesn't mind being a "wrangler" of people to ensure all the photos on your shot list are captured.
- Introduce your DJ to their point of contact for the day. This person will communicate directly with the DJ regarding music selection, who can and cannot make song requests, any changes to the timeline of events, and announcements that need to be made.
- Introduce your venue manager to your point of contact for all things venue-related. Make sure to review your timeline with this person so they can answer any questions the venue staff may have.
Pro Tip If you're saving the top layer of cake, have this person be the one to collect it at the end of the night.
- Designate a person as your point of contact for rental pickups. This person will gather the rental items to be picked up by the vendor at the venue and place them in the pre-determined area, or pack them into the bride's/groom's car for later return (based on prior arrangements).
Pro Tip Have this person take pictures of everything so there are no questions about misplaced items.
- If you're leaving right away for your honeymoon, task one person with the job of returning the groom's tux (if rented) and taking your gown in for cleaning.
- Assign one trusted friend or family member to keep an eye on the card box throughout the wedding festivities and to pack the car with your wedding gifts and card box at the end of the night. This is the person you'll want to give your car keys to.
- Everyone else on this list who is tasked with collecting your belongings will assist this person in packing your car(s) at the end of the night.
- Designate a person as your last to leave. This is someone whose job it is to stay until the very end, make sure nothing is left at the venue, and ensure the venue is returned in the condition it was received. Have this person take pictures.

Wedding Day Key Contacts

Contact	Name(s)	Phone number(s)	Notes (arrival/ start times, etc.)
Bride			
Groom			
Planner/ Day-of coordinator			
Maid of Honor			
Best Man			
Parents of Bride			
Parents of Groom			
Hair & Makeup			
Photographer + Videographer			
Wedding Venue			
Florist			
Rentals			

This was a lot... and in some ways, just the beginning of it! If you're feeling overwhelmed, just know that things may not go perfectly—and that's okay. It's often the unexpected moments that make the best memories. What matters most is that you're marrying your person. The rest is just details.

Want a completely stress-free wedding day?

We help brides:

- Stay organized
- Manage timelines
- Handle vendors and venues
- Actually enjoy their wedding

Let us take care of the details, so you can be fully present for every moment!

Top Tier Planning

(703) 679-7010

info@toptierplanning.com

www.toptierplanning.com

Let's chat about your big day!