



# Wedding Planning Checklist

(By Robert Walk)

## **Step 1: Define the Desired Outcome**

- Describe how you want to feel, what you want to experience, and what you want to remember.
- Write down your top 3 emotional goals for the day.
- Decide what “success” looks like for your wedding.

## **Step 2: Establish a Realistic Budget Based on Priorities**

- Identify your top 3 priorities (e.g., music, photos, guest experience).
- Allocate 80% of your budget to your top priorities.
- Reserve 10% for unexpected expenses.

## **Step 3: Build the Wedding Vision Board and Timeline**

- Gather 5–10 inspiration images that reflect your desired mood.
- Draft a full-day timeline including all key events and transitions.

## **Step 4: Choose the Right Venue**

- Create a list of venue must-haves (indoor/outdoor, guest count, sunset view, etc.).
- Ensure the venue supports your entire experience, from ceremony to final dance.

## **Step 5: Hire the Right Vendors in the Right Order**

- Book vendors in this order: Planner/Consultant, DJ/MC, Photographer/Videographer, Officiant, Caterer, Florist, Hair & Makeup, Rentals, etc.
- Choose vendors who enhance your experience, not just check a box.

## **Step 6: Design the Ceremony with Intention**

- Personalize your vows and include symbolic moments or rituals.
- Coordinate flow, music, and tech (like microphones) with your DJ or officiant.

## **Step 7: Create a Moment-Driven Reception Flow**

- Design emotional high points: Love Story intro, first dance, parent dances, final song.
- Allow time for spontaneity and connection with your guests.

## **Step 8: Focus on the Guest Experience**

- Make comfort a priority: shade, seating, refreshments, clear signage.
- Create smooth transitions between the ceremony, the cocktail hour, and the reception.

## **Step 9: Have a Final Run-Through and Rehearsal**

- Confirm vendor arrival times and review the full timeline.
- Rehearse ceremony logistics with your wedding party and key players.

## **Step 10: Be Fully Present on the Wedding Day**

- Assign someone you trust to handle last-minute logistics.
- Build in buffer time to breathe, reflect, and be present in every moment.

## **Bonus: After the Wedding**

- Send thank-you notes.

- Order your photo album and/or highlight reel.
- Write down your favorite memories while they're fresh.
- Plan a day to relive your wedding together.

*"In just 30 minutes on Zoom, we'll lock in your wedding vision, secure the right vendors, design an unforgettable reception, and craft an amazing guest experience.*

*Hire me, and I'll personally take full control of your wedding day so you can relax, be fully present, and love every moment—guaranteed."*

**[Schedule a call with Robert while your date is available.](#)**

Please text me at (602) 370-1135 if you have any questions.

**Robert Walk**

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