



THE SPRINGS

EVENT VENUE

Checklist | Pack the Car | Pre-Wedding

Getting Ready - Hers

- Wedding Gown
- Veil / Tiara / Headpiece
- Bride Shoes
- Robe or Button up Shirt
- Undergarments
- Hair & Make Up Accessories
- Garter
- *For the Bride (See pg 2)

Getting Ready - His

- Groom Tux
- Groom Shoes
- Tie / Bowtie / Suspenders / Cummerbund
- Socks
- Cufflinks
- Handkerchief
- *For the Groom (See pg 2)

Bridal Party

- Groomsmen: Tux / Shoes / Socks / Accessories
- Bridesmaids: Dress / Shoes / Accessories
- MOB & FOB – Dress / Shoes / Accessories
- Flower Girl – Dress / Basket / Petals
- Ringbearer – Outfit / Pillow

Gifts

- Bridesmaids & Groomsmen
- Flower Girl & Ringbearer
- Guests / Favors
- MOB, FOB, MOG, FOG
- Special guests
- Ushers & House Party
- Bride & Groom

Ceremony

- Wedding Rings
- Bouquets
- Boutonnieres / Corsages
- Floral Décor
- Chair or Aisle Decor
- Signage
- Unity Candle or Item
- Ceremony Programs

Reception

- Hashtag Signage
- Guest Book & Pens
- Floral Arrangements
- Signage
- Place Cards / Table Assignments
- Table Numbers
- Centerpieces
- Linens
- Vases / Glass / Candles & Candle Holders
- Bar Décor
- Catering Bar Décor
- Cake Table Décor
- Memorial Table Décor / Signs & Pictures
- Guest Sign in Décor
- Display Table / Parson Table Décor
- Picture Frames & Easels
- Toasting Glassware
- Cake Cutting Utensils
- Plates / Napkins / Silverware
- Cake Toppers
- Cake Display Stand
- Exit / Toss Items

Logistics

- Steamer / Iron / Ironing Board for Linens or Garments
- Longstem Lighters for Candles & Unity
- Gratuities in Envelope
- Final Payments to Vendors
- Slideshow & Backup for Slideshow – Laptop, USB, DVD, HDMI, or VGA – have 2

Documents

- Marriage License
- Wedding Vows
- Hotel Confirmations
- If Leaving on Honeymoon- See separate Checklist

Other

- Pen & Paper
- Envelopes
- Ladder
- Extension Cords
- Booster Seats for Kids
- Crafts / Activities for Kids
- Ice / Ice Chest
- Snacks for Bridal Party
- Tape / Scissors
- Phone Chargers
- Camera Chargers
- Kleenex / Tissues
- Props for photos
- Bottled Water
- Shout wipes / Stain removers
- Tossing Garter & Bouquet
- Medications / Prescriptions
- Safety & Straight pins
- Aluminum Foil / Tupperware

*For the Bride

- Something old, new, borrowed, & blue
- Deodorant
- Perfume
- Toothbrush & toothpaste
- Lotion
- Tissues
- Hairbrush
- Hairspray
- Band-aids
- Eyedrops
- Nail File, Clippers & polish
- Baby Powder
- Clear Nail Polish
- Hair Dryer & Irons
- Tampons
- Tylenol / Aleve / Pain Reliever
- Lingerie & pantyhose
- Necklace, Earrings, Bracelets, Rings, other Jewelry
- Double-sided Tape
- Flip flops or other comfy shoes
- Change of clothing for Reception or Exit
- Honeymoon Bag if leaving directly afterwards
- Umbrella (if there is a chance of rain)
- Letter for the Groom (optional – to have delivered to him before the ceremony)

*For the Groom

- Deodorant
- Cologne
- Toothbrush & toothpaste
- Shaving Cream
- Facial Clippers or Trimmers
- Nail Clippers / File
- Cufflinks, Watch, Other Accessories
- Razor
- Lotion
- Tissues
- Comb
- Comfy Shoes
- Games or Activities for Groomsmen
- Boxers or Underwear
- Undershirt
- Change of Clothes for Exit
- Honeymoon Bag if leaving directly afterwards
- Letter for the Bride (optional – to have delivered to her before the ceremony)