

The Wedding Ops Checklist

The operational countdown — the deadlines that make the day actually work. Red = the ones that hurt if missed.

6–12 months out

- ☐ Lock the venue and get the floor plan as a PDF — with real dimensions, not "it fits 200".
- ☐ Build the master guest list once, in one place. Every later document flows from this list.
- ☐ **Decide the RSVP questions NOW: meals per person, hotels, arrival days. You cannot ask twice.**
- ☐ Book transport companies for destination/multi-venue — capacity and quotes need lead time.

3–6 months out

- ☐ Send invitations with an RSVP that collects operational data (not just yes/no).
- ☐ Draft the seating strategy: family zones, keep-apart pairs, where the singles actually want to sit.
- ☐ Build the run of show v1 with the vendors' load-in and curfew as fixed pins.
- ☐ **Confirm the venue's hard curfew and noise rules in writing — the timeline is built backwards from it.**

4–6 weeks out

- ☐ Chase non-responders weekly. Every unknown guest is an unplottable seat, meal, and shuttle spot.
- ☐ First full seating draft — expect it to change five more times; that is normal, not failure.
- ☐ Share the draft timeline with every vendor and ask one question: "what breaks for you?"
- ☐ Group guests by hotel and sketch shuttle waves against real vehicle capacities.

The final descent

Where amateur plans die and operational ones shine.

2 weeks out

- ☐ **Guest list freeze: after this date, changes go on a single tracked exceptions list — not into chaos.**
- ☐ **Final counts to the caterer (most contracts: 72 hours to 14 days — check yours TODAY).**
- ☐ Seating chart v-final: run the dietary counts per table for the kitchen sheet.
- ☐ Timeline v-final to all vendors, with owners and phone numbers on every line.

72 hours out

- ☐ Print: seating chart, kitchen sheet with allergy alerts, vendor runsheet, driver manifests.
- ☐ **Driver manifests to the transport company and each hotel front desk — with wave times.**
- ☐ Confirm every vendor with one message: arrival time, contact, location pin.
- ☐ Nominate the day-of decision maker who is NOT the couple. Give them this pack.

The wedding day

- ☐ Morning no-show sweep: adjust seats and give the kitchen the real count before service prep.
- ☐ Pinned moments hold (ceremony, curfew); everything else flexes around them.
- ☐ When something runs long — and something will — cascade the plan; never improvise vendor timing.
- ☐ Last shuttle leaves on schedule whether or not the dance floor agrees. Announce it twice.

Or let the software do the remembering.

Mezze runs this entire checklist as a product: RSVPs that collect the right data, seating that honors the politics, a timeline that recalculates itself, and shuttle manifests that write themselves. Free to try, no signup: usemezze.com