

Hosted Wedding Event Planning Checklist

Event Basics

- ☐ Choose **one** hosted event
- ☐ Confirm date and approximate time
- ☐ Decide whether the event is optional (recommended)

Guest Planning

- ☐ Estimate guest count
- ☐ Ask guests about accessibility or accommodation needs
- ☐ Clearly communicate event details and expectations

Booking & Logistics

- ☐ Book the activity well in advance
- ☐ Confirm what's included (gear, guides, staff, space)
- ☐ Ask about weather backup or rescheduling options

Transportation

- ☐ Decide if transportation is needed
- ☐ Book Sprinter bus or arrange rideshare vouchers
- ☐ Share pickup location and timing with guests

Food & Refreshments

- ☐ Plan a post-event meal or snacks
- ☐ Confirm dietary needs (vegan, vegetarian, allergies)
- ☐ Make restaurant or catering reservations

Final Details

- ☐ Send reminder with location, attire, and timing
- ☐ Reconfirm guest count with vendors
- ☐ Build in buffer time so the event feels relaxed

Gentle Reminder

- ☐ Remember: one thoughtfully planned event is enough

Designed for small, intentional wedding weekends where connection matters more than perfection