

# 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*