

THE WEDDING GUEST EXPERIENCE CHECKLIST

Creating an Unforgettable, Seamless Journey for Your Guests

A Note from Chris:

Long after people forget what color the napkin rings were, they will remember how your wedding made them feel! Creating an incredible guest experience isn't about spending a fortune—it's about anticipating needs, removing friction, and making everyone feel welcomed, comfortable, and celebrated from the moment they arrive.

**Warmly,
Chris**

1. Pre-Wedding Communication & Travel

WEBSITE URL e.g., wellchosenweddings.com/ourdi	HOTEL BLOCK e.g., The Marriott Downtown	RSVP DEADLINE e.g., October 15, 2026
POINT PERSON e.g., Maid of Honor / Coordinator		

Guest Comfort & Information Check:

- ☐ Are clear dress code descriptions and venue terrain notes (e.g., "grass heels advisory") on the website?
- ☐ Is travel, parking, and local transportation information easy to find on your wedding site?
- ☐ Have you provided hotel room block booking links and discount codes clearly?
- ☐ Are dietary restrictions and allergy callouts explicitly asked for on the RSVP cards?
- ☐ Have out-of-town guests been given a list of favorite local coffee shops, restaurants, and sights?

PRE-WEDDING COMMUNICATION NOTES

Write notes on travel logistics, welcome bags, local recommendations...

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2. Arrival & Ceremony Hospitality

PARKING SETUP

e.g., Valet / On-Site Lot

PRE-CEREMONY DRINKS

e.g., Water station, lemonade

SHUTTLE SERVICE

e.g., Departs hotel at 3:15 PM

WEATHER PLAN

e.g., Heaters / Parasols / Indoor mov

Guest Comfort & Information Check:

- ☐ Is directional signage clearly visible from the parking lot/drop-off point to the ceremony?
- ☐ Is a welcome beverage station (water, warm cider, or sparkling wine) available while guests wait?
- ☐ Are ushers actively greeting guests, distributing programs, and assisting with seating?
- ☐ Is there accessible, comfortable seating reserved for elderly or special-needs guests?
- ☐ Are weather contingencies provided (parasols/fans for heat, blankets/heaters for cold)?

ARRIVALS & CEREMONY NOTES

Write notes on ceremony music timing, usher instructions, shade options...

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3. Cocktail Hour & Transition

COCKTAIL TIME e.g., 5:00 PM – 6:00 PM	LOCATION e.g., Courtyard Garden	BAR COUNT e.g., 2 Bar Stations
SIGNATURE DRINKS e.g., His & Hers Cocktails		

Guest Comfort & Information Check:

- ☐ Is the bar ratio sufficient (aim for 1 bartender per 50–75 guests) to prevent long lines?
- ☐ Are appetizers easily accessible and circulating quickly to hungry guests?
- ☐ Is adequate seating available for guests who cannot stand for an entire hour?
- ☐ Is background music set to a comfortable volume where guests can talk easily?
- ☐ Is the escort card or seating chart clearly visible, legible, and arranged alphabetically?

COCKTAIL HOUR NOTES

Write notes on cocktail appetizers, lounge seating rentals, bar flow...

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4. Reception & Dining Experience

SERVICE TIME e.g., 6:30 PM Dinner Service	MEAL STYLE e.g., Plated / Family Style / Buffet	TABLE LAYOUT e.g., Rounds of 8
WATER SERVICE e.g., Pre-poured at tables		

Guest Comfort & Information Check:

- ☐ Is table spacing comfortable so guests and servers can walk between tables easily?
- ☐ Are table numbers clear and easy to spot when walking into the dining room?
- ☐ Do guest place cards clearly indicate pre-selected meal choices or dietary needs?
- ☐ Are toasts kept concise (under 15–20 minutes total) so food stays warm and guests stay engaged?

☐ Is dinner service timed smoothly without long gaps between courses?

RECEPTION & DINING NOTES

Write notes on seating arrangements, kids' meals, menu cards...

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5. Entertainment & Venue Amenities

RESTROOM KIT	SOUND LEVEL	LATE NIGHT SNACK
e.g., Baskets stocked in main restroo	e.g., Speakers angled toward dance f	e.g., Sliders & fries at 9:30 PM
PHOTO BOOTH		
e.g., Near main bar		

Guest Comfort & Information Check:

- ☐ Are restroom amenity baskets provided (mints, stain remover, band-aids, safety pins)?
- ☐ Are speakers positioned so guests sitting near the dance floor aren't overwhelmed by volume?
- ☐ Is there a quieter conversation area designated away from the main speakers?
- ☐ Is a late-night snack or sweet treat offered to recharge guests during open dancing?

ENTERTAINMENT & AMENITIES NOTES

Write notes on restroom baskets, playlist vibe, late-night food items...

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6. Departure, Transportation & Farewell

END TIME e.g., 10:00 PM	SHUTTLE TIMES e.g., 9:00 PM, 10:00 PM, 10:30 PM	SEND-OFF ITEM e.g., Sparklers / Ribbon wands
FAVORS / GIFTS e.g., Edible favor table near exit		

Guest Comfort & Information Check:

- ☐ Are return shuttle times and pickup locations announced clearly by the DJ?
- ☐ Are coat check or favor pickup stations organized near the exit to avoid bottlenecks?
- ☐ Is walkway lighting clear and safe for guests walking to vehicles or buses at night?
- ☐ Are ride-share (Uber/Lyft) pickup spots designated if shuttles are not used?

DEPARTURE & FAREWELL NOTES

Write notes on send-off organization, shuttle schedules, end-of-night packing...

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7. Post-Wedding Appreciation

THANK YOU GOAL e.g., Within 2–3 months	STATIONERY e.g., Custom Photo Cards	ADDRESS TRACKER e.g., Master Guest Spreadsheet
GIFT LEAD e.g., Bride & Groom		

Guest Comfort & Information Check:

- ☐ Is gift logging organized immediately as gifts arrive or are unpacked after the wedding?
- ☐ Are handwritten, personalized thank-you notes planned and sent within a timely window?
- ☐ Are digital photos shared via online gallery link once released by your photographer?

GENERAL NOTES & REMINDERS

Write additional guest experience ideas, special group considerations, VIP notes...

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