

THE CHRYSALIS STUDIO

The Bespoke Wedding Planning Checklist

*A worksheet for couples who want their wedding to feel
completely, unmistakably theirs, down to the last detail.*

by Leeza A. Harris

Classy. Minimal. Experience-Oriented.

BEFORE YOU BEGIN

Start With the Feeling, Not the To-Do List

Most wedding checklists start with vendors. This one starts with what you actually want your day to feel like, because every logistical decision downstream should serve that feeling, not the other way around. Fill in the prompts below before you touch a single booking.

In three words, what do you want your wedding to feel like?

What's the first thing you want a guest to notice when they walk in?

What's the one moment you most want to remember in twenty years?

What are you deliberately not doing? (The traditions, trends, or expectations you're skipping.)

Who are you designing this day for, yourselves, your families, or both? Where do those visions differ, and how will you reconcile them?

SECTION TWO

The Blueprint

Once the vision is set, this becomes your working checklist. Everything here should be documented, dated, and assigned to a single owner. Nothing should sit at "TBD" past a decision deadline.

A. Timeline & Roadmap

- ☐ Wedding date set and venue locked
- ☐ Full-day timeline built, from vendor arrival to guest send-off
- ☐ Vendor load-in and load-out times mapped against venue rules
- ☐ Decision deadline set for every open item

B. Venue

- ☐ Site recce completed and layout drawn to scale
- ☐ Backup plan confirmed for any weather-dependent elements
- ☐ Guest flow mapped: entry, seating, restrooms, exit
- ☐ Vendor access and parking confirmed with the venue

C. Design & Palette

- ☐ Colour palette finalised and shared with every vendor
- ☐ Floral direction confirmed (the style, not just the flowers)
- ☐ Draping, lighting, and staging concept locked
- ☐ Cake design, flavour, and presentation confirmed

SECTION TWO, CONTINUED

The Blueprint

D. Vendors

- ☐ Photography and video coverage booked
- ☐ Sound and lighting confirmed
- ☐ Catering and menu selection finalised
- ☐ Entertainment or performing artistes booked, with licences arranged if required
- ☐ Hospitality and guest comfort kits sourced
- ☐ Bridal car and transportation arranged
- ☐ Every vendor has a single point of contact and a written brief

E. Budget & Responsibility

- ☐ Full budget breakdown built by category
- ☐ Contingency fund set aside (10-15% of total budget)
- ☐ Responsibility matrix built: who owns what, and who backs them up
- ☐ Payment schedule and deposits tracked against contracts

F. Guests & Hospitality

- ☐ Guest list finalised and RSVP system in place
- ☐ Accommodation and transport coordinated for out-of-town guests
- ☐ Gifts and giveaways sourced
- ☐ Dietary and accessibility needs collected in advance

FOR INTERCULTURAL & DESTINATION WEDDINGS

If Your Wedding Crosses Cultures, Countries, or Communities

Add these items if your celebration blends traditions, spans geographies, or hosts international guests.

- ☐ Ceremony sequence agreed across every tradition being honoured
- ☐ One coordinator, not each family, is managing cross-cultural logistics
- ☐ Guest communication translated or clarified for international attendees
- ☐ Local customs and permissions researched for any destination elements

SECTION THREE

Your Day

On the day itself, your only job is to be present. Everything below exists so that you can be a guest at your own wedding.

- ☐ Every supplier briefed with a written run sheet, not a verbal reminder
- ☐ One person, other than the couple, is the point of contact for every vendor on the day
- ☐ Emergency kit packed: sewing kit, stain remover, medication, chargers, cash
- ☐ A 15-minute buffer built into every block of the timeline
- ☐ Someone assigned to hold the couple's phones, so logistics stay off your hands
- ☐ A quiet 10 minutes scheduled somewhere in the day, just for the two of you

THE CHRYSALIS STUDIO

You've Imagined This Day for Years.

Let's make sure the real thing exceeds every version of it.

This checklist gets you organised. A Vision Session with The Chrysalis Studio gets you a blueprint, a team, and a wedding day where you're a guest at your own celebration.

BOOK YOUR VISION SESSION

thechrysalisstudio.com/nicheweddings | leezasworld@gmail.com | +91 80560 22964
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