

Wedding Officiant Checklists

A polished resource for officiants at every stage: a detailed beginner checklist, a streamlined professional checklist, and a fast wedding-day quick checklist. This layout is designed to keep related items together and reduce awkward page breaks.

1. Beginner Officiant Checklist

Before Booking / First Inquiry

- Confirm the wedding date, start time, ceremony type, and venue location.
- Make sure you are legally able to officiate in that state, county, or venue.
- Ask if the ceremony is legal, symbolic, vow renewal, or elopement.
- Confirm your fee, travel policy, rehearsal fee if applicable, and payment terms.
- Send the agreement or contract and collect the retainer or deposit.
- Add the wedding to your calendar and send a confirmation message to the couple.

Couple Information & Planning

- Save the couple's names exactly as they want them pronounced and announced.
- Collect phone numbers, email addresses, planner or coordinator details, and key family contacts if needed.
- Ask about the ceremony tone: romantic, fun, traditional, modern, spiritual, religious, bilingual, or simple.
- Confirm guest count, wedding party details, processional participants, and who will hold the rings.
- Send a questionnaire to gather their love story, vows preferences, readings, family mentions, and unity ceremony choices.

Script Writing & Ceremony Prep

- Draft the ceremony script and review the flow: welcome, story, vows, ring exchange, pronouncement, and presentation.
- Confirm name pronunciation, special readings, memorial mentions, cultural elements, and any faith-based language.
- Ask whether the couple will read personal vows or use repeat-after-me vows.
- Print a clean paper copy of the final script for ceremony use.
- Create at least one backup paper copy in case wind, rain, dead batteries, or device failure become a problem.

Digital Script & Device Checklist

- Use a tablet such as an iPad if you prefer reading your ceremony script digitally.
- Ask ahead of time whether the venue has Wi-Fi and whether there is dependable cell service.
- Download the final script directly to the tablet so it is available offline even if there is no service.
- Save the script to a second device too, such as your phone or another tablet.
- Charge all devices fully before leaving for the venue.
- Bring a portable charger and charging cable.
- Turn off notifications and set the device to Do Not Disturb.
- Increase screen brightness if outdoors, and test readability in sunlight.
- Prepare for inclement weather: rain, wind, heat, glare, cold, and dust can affect electronics.
- Use a weather-safe folder, clipboard, binder, or covered backup for your paper copies.
- Know how you will continue the ceremony if the device fails mid-ceremony.
- Check the weather forecast in advance and build a backup plan around it.

Marriage License

- Remind the couple to obtain the marriage license before the wedding.
- Confirm state or local rules, expiration date, waiting period, witness requirements, and filing deadline.
- Confirm who is bringing the license on wedding day.
- Review where the officiant and witnesses must sign.
- Use black ink if required or recommended.
- Double-check names, dates, signatures, and required fields before leaving.
- File or return the license on time based on local rules and your agreement with the couple.
- Send the couple confirmation once the license has been filed or returned.

Rehearsal

- Confirm rehearsal date, time, and location.
- Meet the couple, planner, wedding party, and key family members.
- Confirm processional order, walking pace, standing positions, music cues, and recessional order.

- Confirm where you will stand and where you will move before the kiss.
- Practice vows, rings, unity ceremony movement, and any readings only as much as needed.
- Remind the couple to bring the marriage license on wedding day.
- Keep the rehearsal calm, friendly, and efficient.

Wedding Day

- Arrive 30 to 60 minutes early unless the venue or planner asks for more time.
- Check in with the planner or coordinator.
- Confirm ceremony location, microphone setup, sound check, and standing position.
- Confirm rings, marriage license, witnesses, and final timing.
- Check your tablet, backup device, paper script, and weather plan.
- Speak slowly, clearly, and warmly.
- Step aside before the kiss so the photographer gets a clean shot.
- Sign the license after the ceremony and review every required field.
- Congratulate the couple and check out with the planner before leaving.
- Send a thank-you message and request a review after the wedding.

2. Professional Officiant Checklist

Client Workflow

- Maintain a clear workflow for inquiry, booking, questionnaire, planning call, rehearsal, ceremony, filing, and follow-up.
- Store every couple's script, contract, payment status, ceremony notes, and timeline in one organized place.
- Standardize your communication templates so reminders and confirmations are consistent.
- Confirm names, pronunciation, ring holder, witnesses, marriage license responsibility, and planner contact at least a few days before the event.

Professional Delivery

- Review the final script out loud before the wedding so pacing feels natural.
- Dress in a way that matches the wedding style while keeping attention on the couple.
- Coordinate with the planner, DJ, photographer, and videographer so your positioning supports clean transitions and great photos.
- Have a clear cue for when guests should sit, when vows begin, and when the couple should face one another.
- Step aside for the kiss and final presentation when possible.

Technology & Backup Standards

- Carry your script on a primary tablet such as an iPad and keep it downloaded offline.
- Also save it to a second device such as a phone or backup tablet.
- Carry a printed paper copy and a second printed copy as insurance against technical failure or severe weather.
- Verify Wi-Fi and cell service conditions in advance if you expect to rely on digital tools.
- Charge devices, bring chargers, silence notifications, and test brightness and readability in outdoor lighting.
- Have a rain, wind, and heat backup plan because moisture and weather can disrupt electronics quickly.

Post-Ceremony Standards

- Review the signed license before anyone leaves.
- File or return the license on time.
- Send a thank-you note or text.
- Request a review or testimonial.
- Archive the final script and notes for future reference and training.

3. Wedding Day Quick Checklist

Before You Leave Home

- Final script on tablet such as an iPad.
- Downloaded offline copy on the tablet.
- Script saved to a second device such as a phone or another tablet.
- Printed paper copy and at least one backup paper copy.
- Portable charger, charging cable, and full battery on all devices.

- Marriage license instructions, black pen, and any keepsake certificate.
- Check the weather forecast and prepare for rain, wind, heat, or glare.
- Set devices to Do Not Disturb and silence notifications.

At the Venue

- Confirm there is Wi-Fi or cell service if needed, but do not rely on it as your only plan.
- Check in with the planner, coordinator, or venue contact.
- Confirm rings, license, witnesses, and ceremony start time.
- Test microphone, volume, and where you will stand.
- Check screen brightness and readability if outdoors.
- Keep the paper copy protected in a folder, clipboard, or binder.

During the Ceremony

- Smile, breathe, and speak slowly.
- Guide the couple clearly through vows and rings.
- Keep your movements minimal and deliberate.
- Step aside before the kiss for the best photo angle.
- If technology fails, transition smoothly to your paper script without panic.

After the Ceremony

- Sign and review the marriage license carefully.
- Make sure witnesses sign if required.
- Congratulate the couple.
- Confirm who is filing or returning the license.
- Follow up with a thank-you message and review request.

Use a tablet such as an iPad whenever possible, but never rely on one device or one internet connection. Download the ceremony script directly to the device, keep a paper copy, and save a backup copy on a phone or second tablet. Check Wi-Fi, cell service, battery life, and weather before the ceremony.