

BALAZS

EVENTS

PLANNING • DESIGN • PRODUCTION

A Balazs Events Wedding Week Guide

The week of your wedding should feel intentional, joyful, and calm, not rushed or overwhelming. The goal is simple: protect your peace, stay hydrated, be present, and allow your vendor team to do what they do best.

Below are our recommended reminders and final preparations to help ensure a seamless wedding experience.

1. Finalize & test your complete wedding day look

Steam or hang your attire properly and make sure every piece is together and accounted for: dress and/or tuxedo, veil, shoes, jewelry, hair accessories, undergarments, keepsakes or heirlooms. Wear your shoes around the house to break them in before wedding day.

2. Prioritize rest, hydration, and nourishment

Drink plenty of water throughout the week and try to maintain normal eating and sleeping routines. Wedding week exhaustion is real, and taking care of yourself matters.

3. Schedule beauty appointments thoughtfully

If time allows, enjoy a manicure, pedicure, facial, massage, spray tan, or other self-care appointments early enough in the week to avoid last minute stress. Avoid trying new skincare treatments, products, or cosmetic procedures immediately before the wedding.

4. Have your engagement ring professionally cleaned

A clean ring photographs beautifully and adds an extra sparkle to detail shots.

5. Make sure your photography requests have been submitted

Provide your photographer with information on family photo combinations, must have moments, sentimental or heirloom items, and any special guest considerations. Please keep in mind that overly extensive shot lists can impact timeline flow and guest experience.

6. Prepare vendor gratuities

If desired, prepare vendor gratuities and thank you notes in clearly labeled envelopes for easy distribution by the Balazs Events team.

7. Confirm all speeches & toasts

Remind everyone who will be giving a toast or speech throughout the wedding weekend. Confirm at which event they will be speaking and the order of speeches. We recommend asking speakers to keep remarks thoughtful, meaningful, and within 2 to 3 minutes maximum for the best guest experience and overall reception flow.

8. Remind your end-of-night personal item designee

Remind your designated end-of-night personal item designee(s) that they will be responsible for taking home your personal belongings at the conclusion of the evening. Examples include cards and gifts, guest book, cake topper, leftover favors, framed photos, signage, overnight bags, personal décor items, and your marriage license.

9. Prepare gifts, welcome bags, and handwritten notes

Package and label wedding party gifts, parent gifts, love letters, wedding morning notes, and/or guest welcome bags, if applicable. If providing hotel welcome bags, confirm final quantities and delivery timing with your hotel(s) in advance. Assign someone responsible for distributing these items if needed.

10. Organize & label all wedding items before dropping off or handing off

Whenever possible, place items into clearly labeled bins or boxes by category such as ceremony, cocktail hour, reception, guest tables, memorial table, and cake table. Labeling saves significant setup time and minimizes confusion onsite.

11. Deliver items to the venue if permitted

If your venue allows advance drop off, coordinate timing with your planner and venue team. Otherwise, bring all items to the rehearsal or designated handoff time. Common items include card box, guest book and matching pens with a pen holder, seating chart, escort cards, signage, cake cutting set, champagne flutes, favors, table numbers, marriage license, memorial photos, bridal portrait, easels, and cultural or religious ceremony items.

12. Write and practice your vows

If writing personal vows, practice reading them aloud several times. Wedding day emotions are heightened, and familiarity helps you stay grounded and present. Consider printing vows on elegant vow books rather than relying on a device.

13. Protect your peace

This is one of the most meaningful weeks of your life. Delegate where possible. Stay off stressful group chats. Resist the urge to micromanage. Trust the professionals you carefully selected. Be fully present with your people.

The planning is complete. Now it is time to experience it.

THE “DO NOT FORGET” LIST

Essentials

Marriage license and pre addressed envelope
Stamps for mailing the license
All wedding rings
Overnight bags
Phones and chargers

Wedding Attire & Accessories

Dress and/or tuxedo
Veil
Shoes
Jewelry
Hair accessories
Cufflinks
Undergarments
Keepsakes and heirlooms

Photographer Detail Shot Items

Invitation suite
Loose florals if florist is providing them
Perfume or cologne
Jewelry
Vow books
Ring boxes
Styling ribbons
Family heirlooms
Special keepsakes

Ceremony Items

Vows
Love letters
Unity ceremony items
Ring bearer pillow
Flower girl basket
Programs
Reserved signs

Emergency Kit

Backup lipstick
Blotting sheets
Deodorant
Mints
Pain reliever
Band Aids
Fashion tape
Safety pins
Feminine products
Tide pen
Hairspray

Our team will also carry mini sewing kits, scissors, extra boutonniere pins, safety pins, and emergency styling tools.

AND REMEMBER...

Your wedding weekend is not about perfection. It is about presence, connection, and celebration.

You have thoughtfully assembled an incredible team of professionals to guide and support you every step of the way. Trust the process, soak in every moment, and allow yourself to fully experience the joy of the weekend.

The Balazs Events team is always only a phone call or text away.

With gratitude,
The Balazs Events Team