

Wedding Day Emergency Kit

Officiant / Planner Edition

Equip yourself to handle any last-minute surprises with grace and efficiency.
Print this checklist, pack your kit, and walk into every ceremony with confidence.

Names: _____

Wedding Date: _____

Venue: _____

Ceremony Time: _____

COORDINATOR ESSENTIALS

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|-----------------------------------------|-----------------------------------------|
| ▪ Printed timeline with buffer notes | ▪ Emergency contact list |
| ▪ Vendor contact sheet (phone + backup) | ▪ Venue layout / site map |
| ▪ Ceremony script (2 copies) | ▪ Rain plan details (if outdoor) |
| ▪ Song / music cue sheets | ▪ Processional lineup card |
| ▪ Pens, highlighters, and notepad | ▪ Copy of marriage license requirements |
| ▪ Clipboard with extra paper | ▪ Day-of coordinator handoff notes |

PRO TIP: Laminate your timeline and vendor contact sheet. A spilled drink on paper can ruin your whole command center. Keep a digital backup on your phone as well.

REPAIR & RESCUE

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|--------------------------------------------------|-------------------------------------------|
| ▪ Safety pins (assorted sizes) | ▪ Lint roller |
| ▪ Travel sewing kit (white, black, ivory thread) | ▪ Static guard spray |
| ▪ Fashion tape (double-sided) | ▪ Hem tape (iron-on) |
| ▪ Regular clear tape + duct tape | ▪ Moleskin patches (for blisters) |
| ▪ Super glue (gel formula is best) | ▪ Clear nail polish (stops stocking runs) |
| ▪ Sharp scissors | ▪ Bobby pins + hair ties |
| ▪ Stain remover pen (e.g., Tide-to-Go) | ▪ Shoe shine wipe or cloth |

PRO TIP: Gel super glue won't drip on fabric the way liquid super glue will. Keep moleskin patches handy -nothing derails a bride faster than painful shoes halfway through photos.

HEALTH & COMFORT

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|----------------------------------------------|---------------------------------------|
| ▪ Pain relievers (ibuprofen + acetaminophen) | ▪ Baby wipes / wet wipes |
| ▪ Allergy meds (non-drowsy) | ▪ Hand sanitizer |
| ▪ Antacid tablets | ▪ Band-aids (assorted + blister pads) |
| ▪ Throat lozenges | ▪ Sunscreen (SPF 30+, non-greasy) |
| ▪ Protein bars / granola bars | ▪ Bug spray (unscented, if outdoor) |
| ▪ Bottled water (several) | ▪ Eye drops |
| ▪ Tissues (travel pack) | ▪ Mini deodorant |

PRO TIP: Pack two kinds of pain relievers -some people can't take ibuprofen. Keep protein bars for the couple; they often forget to eat and low blood sugar can turn a magical day into a stressful one.

TECH & POWER

- Phone chargers (Lightning + USB-C)
- Portable power bank (fully charged)
- Extra batteries (AA + AAA)
- Small flashlight or clip light
- Bluetooth speaker (backup music)
- Extension cord / power strip
- Lighter or long matches
- Cash for tips (\$1s, \$5s, \$10s, \$20s)
- Copies of vows (printed backup)
- Marriage license (verify beforehand!)

PRO TIP: Bring a small Bluetooth speaker as an emergency backup. Sound systems fail more often than you'd expect. An extension cord has saved many an outdoor ceremony. Verify tip denominations with the couple ahead of time.

APPEARANCE & TOUCH-UPS

- Mini wrinkle-release spray
- Travel-size hairspray
- Compact mirror
- Blotting papers
- Makeup wipes / remover
- Breath mints / mouthwash strips
- Floss picks
- Tide pen or chalk (for scuffs)
- Small iron or steamer (if available)
- Corsage / boutonniere pins

PRO TIP: Wrinkle-release spray is a miracle worker for suits and dresses that have been in a garment bag all day. A white chalk stick can temporarily cover scuff marks on a white dress or shoes in a pinch.

WEATHER & ENVIRONMENT PREP

- Clear umbrellas (2-3 for photos)
- Ponchos or emergency rain covers
- Small battery-powered fans
- Hand warmers (for cool weather)
- Blankets or pashminas for guests
- Citronella candles (outdoor)
- Towels (for wet chairs / benches)
- Sidewalk chalk (mark wet spots)

PRO TIP: Clear umbrellas photograph beautifully in the rain and make for stunning photos. Have a quick 'rain pivot' plan rehearsed so you can calmly redirect the ceremony without the couple feeling the stress.

CEREMONY SAVERS

- Ring pillow or backup ring box
- Unity candle + lighter + wind guard
- Sand ceremony supplies (if applicable)
- Guest book + signing pen
- Reserved seating signs
- Aisle runner tape / weights
- Extra programs / bulletins
- Handheld fan programs (summer)
- Flower petals (backup for flower girl)
- Tissue basket for guests

PRO TIP: Bring a simple wind guard for unity candles - nothing is more awkward than a candle that won't stay lit during the ceremony. Keep a small ring box as a backup in case the ring pillow goes missing.

EMOTIONAL SUPPORT & CALM

- Calming essential oil roller (lavender)
- Printed encouraging note for the couple
- Fun distraction items (deck of cards, etc.)
- List of breathing exercises
- Photo of the couple (for grounding)
- Small 'calm corner' setup supplies
- Timeline reminder cards for bridal party
- Whispered cue cards for nervous readers

PRO TIP: As a pastor and officiant, you set the emotional thermostat. If someone in the wedding party is visibly anxious, a calm word and a simple breathing exercise can change the entire energy. Prepare a short encouraging word to share with the couple privately before the processional.

POST-CEREMONY ESSENTIALS

- Envelope for signed marriage license
- Stamp + mailing envelope (if filing by mail)
- Gift card or small thank-you for volunteers
- Personal business cards
- Ceremony feedback / review card
- Packing checklist for teardown
- Lost-and-found bag
- Thank-you note for venue contact

PRO TIP: Don't forget the paperwork! Have a pre-addressed, stamped envelope ready so the signed marriage license gets filed promptly. A lost-and-found bag helps you collect items left behind -someone always forgets something.

OFFICIANT'S LAST 30 MINUTES -QUICK CHECK

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|-----------------------------------------------|--------------------------------------------|
| ■ Ceremony script in hand (highlighted) | ■ Microphone tested and working |
| ■ Rings confirmed with best man / MOH | ■ Music cue confirmed with DJ / musician |
| ■ Marriage license + pen at signing table | ■ Phone on SILENT (tell bridal party too!) |
| ■ Brief private prayer / word with the couple | ■ Water bottle nearby (not visible) |
| ■ Processional order confirmed | ■ Deep breath -you're ready! |

NOTES
