

Haven Productions

WHY DO STANDARD?



A-Z Planning Checklist

WWW.HAVENPRODUCTIONS.COM.AU

Hello From *Haven*



Hi, I'm Casey — founder and lead designer of Haven Productions. With over 12 years in the wedding and events industry, I created Haven Productions to offer something more intentional: deeply personal, visually rich celebrations held with care, clarity, and precision.

What began as a passion project has grown into a full-service creative studio trusted by couples who want romance without overwhelm. I believe weddings should feel bespoke, immersive, and unmistakably yours.

From concept development to florals, styling, and spatial design, I'm deeply involved in every detail — not because perfection is the goal, but because thoughtfulness is.

I hope this checklist helps you get your planning start. If you look at it and don't want to deal with it all, get in touch.

I can't wait to hear your story. — Casey xx



Bryce Noone Photography

TO START

YOUR BASICS;
THE WHO, WHAT AND WHEN DECISIONS
THAT SHOULD BE MADE BEFORE ALL
OTHERS.
THESE MAY SWAY BASED ON
AVAILABILITY BUT TO HAVE A
FOUNDATION TO WORK
WITH WILL MAKE YOUR LIFE
INFINITELY EASIER.

- ☐ DATE
- ☐ WEDDING INSURANCE
- ☐ BUDGET
- ☐ GUEST NUMBERS
- ☐ PICK WEDDING PARTY

VENUE

- ☐ DATE PICKED
- ☐ CEREMONY LOCATION
- ☐ RECEPTION LOCATION
- ☐ SEVERE WEATHER
(HEAT, RAIN, WIND) BACKUP
- ☐ LIST OF INCLUSIONS
- ☐ RUNSHEET



Emily Yseult Photography

PHOTO & VIDEO

THE NEXT MOST IMPORTANT PEOPLE TO LOCK IN ARE YOUR PHOTO AND VIDEO. ENSURE YOU HAVE LOOKED THROUGH THEIR PORTFOLIOS BUT ALSO ASK TO SEE A FULL GALLERY. ENSURE THEY ARE GETTING THE KINDS OF SHOTS YOU WANT, LIKE DETAILS, THE ROOM BEFORE GUESTS, THE ATMOSPHERE AND PARTY.

PHOTO

- ☐ INITIAL MEETING
- ☐ ENGAGEMENT SHOOT
- ☐ CLIENT INFO SHEET
- ☐ YOUR RUNSHEET GIVEN
- ☐ THANK YOU GIFT/LEAVE REVIEW

VIDEO

- ☐ INITIAL MEETING
- ☐ CLIENT INFO SHEET (FROM THEM)
- ☐ YOUR RUNSHEET GIVEN
- ☐ THANK YOU GIFT/LEAVE REVIEW

CONTENT CREATOR

- ☐ INITIAL MEETING
- ☐ CLIENT INFO SHEET
- ☐ YOUR RUNSHEET GIVEN
- ☐ YOUR INSTAGRAM HANDLES
- ☐ THANK YOU GIFT/LEAVE REVIEW



Bryce Noone Photography

STYLING & FLORALS

GOT A VISION IN MIND? THESE GUYS ARE SUPER IMPORTANT TO CREATE IT. GET IN EARLY AS POPULAR HIRE ITEMS GO QUICK AND IT LEAVES YOU OR YOUR PROFESSIONAL LESS TIME AND WILL COST MORE MONEY TRYING TO SOURCE SUITABLE REPLACEMENTS!

STYLING

☐ RECEPTION	☐ TABLE SKIRT
☐ HEAD TABLE	☐ TOASTING GLASSES
☐ GUEST TABLES	☐ HANGERS/EASELS FOR SIGNS
☐ RECEPTACLES FOR BOUQUETS	☐ GUEST BOOK
☐ GUEST TABLE RUNNERS	☐ PHOTOS
☐ CUTLERY	☐ CHANDELIERS
☐ GLASSWARE – HOW MANY PIECES	☐ OTHER LIGHTING
☐ WATER JUGS	☐ BACKDROPS
☐ CANDLES / VOTIVES	☐ COUCHES/ OTHER SEATING
☐ CENTREPIECES	☐ COCKTAIL TABLES
☐ CHARGER PLATE	☐ GAMES
☐ CHAIRS	☐ STRUCTURAL AND ELECTRICAL
☐ NAME TAGS	☐ NECESSITIES.
☐ FAVOURS	☐ LIGHTING COMPONENTS EXTERIOR
☐ NAPERY	☐ LIGHTING COMPONENTS INTERIOR
☐ TABLE LINEN	☐ TOILETS
☐ TABLE SKIRT	☐ SHOWERS
	☐ MARQUEE
	☐ EXTRA

STYLING - CEREMONY

☐

CHAIRS

☐

RUNNER

☐

ARCH

☐

SIGNING TABLE

☐

CHAIRS FOR SIGNING TABLE

☐

DRINKS STAND

☐

PETAL TOSS HOLDERS

☐

PARASOLS/FANS

☐

SHADE



Little Black Bow Photography



FLORIST

☐

FLORIST

☐

INITIAL MEETING

☐

BOUQUETS

☐

BOUTONNIERE

☐

FLOWER GIRL

☐

PARENTS/GRANDPARENTS

☐

CEILING INSTALLATION

☐

OUTSIDE AREAS

☐

TABLE CENTREPIECES

☐

AISLE RUNNERS

☐

CEREMONY BACKDROP

☐

SURROUNDS

Catering

☐

INITIAL MEETING

☐

NUMBER OF COURSES

☐

CHOOSE MENU

☐

BANQUET

☐

COCKTAIL

☐

ALTERNATE DROP

☐

GRAZING

☐

COCKTAIL HOUR

☐

CHEESE PLATTERS

☐

AFTER DINNER SNACK

☐

BREAKFAST & LUNCH BRIDE

☐

BREAKFAST & LUNCH GROOM

☐

SPECIAL DIETS

☐

TRADE MEALS

☐

CHILDREN'S MEALS

☐

STAFF/SERVERS

☐

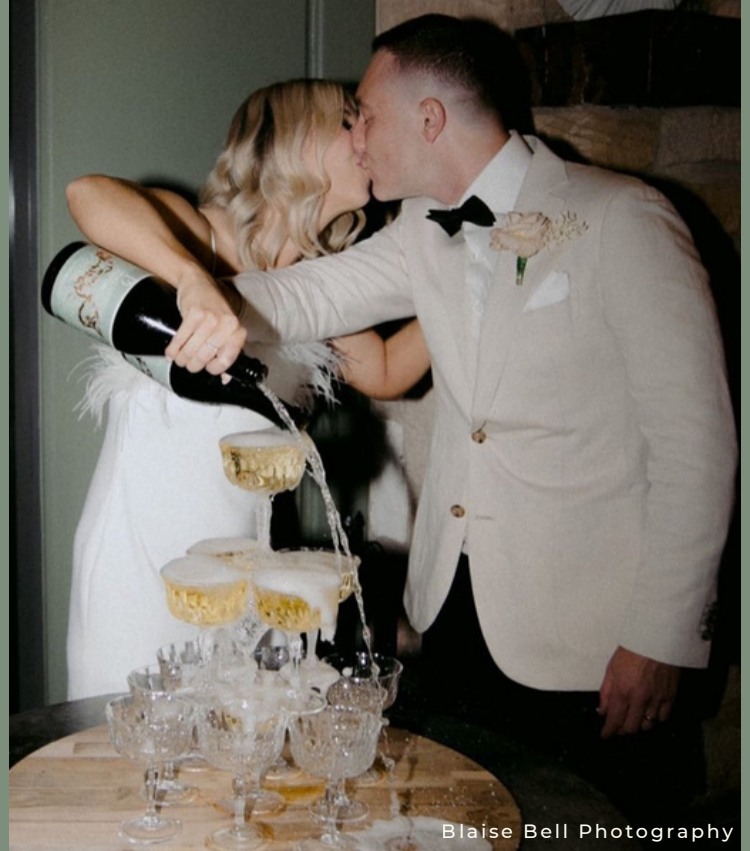
CUTLERY, CROCKERY

☐

RUNSHEET GIVEN

☐

THANK YOU GIFT / LEAVE REVIEW



Blaise Bell Photography

Bar

☐

BAR SETUP

☐

ALCOHOL

☐

NON-ALCOHOLIC DRINKS

☐

GLASSWARE

☐

ICE

☐

FRIDGES

☐

WINE

☐

BEER

☐

SPIRITS

☐

TEA AND COFFEE

☐

SIGNATURE COCKTAIL

☐

WATER STATION

☐

WINE BUCKETS

CELEBRANT

☐ INITIAL MEETING

☐ CLIENT INFO SHEET

☐ LEGAL ITEMS INCLUDED?

☐ COPIES OF YOUR BIRTH

☐ CERTIFICATES THAT HAVE

☐ BEEN APPROVED BY A JP

☐ VOWS

☐ REHEARSAL DAY PRIOR

☐ RUNSHEET GIVEN

☐ THANK YOU GIFT/LEAVE REVIEW



Photo provided by Marry Me Mel Celebrant

A few handy tips

ACCOMMODATE TO ALL THE SENSES

WE OFTEN FOCUS ON THE MAIN ONES OF SIGHT, TASTE AND SOUND AT A WEDDING BUT DON'T FORGET SMELL AND TOUCH! INCORPORATE A FEW SCENTED CANDLES AND SOME VELVET OR SILK THROWS AND YOUR GUESTS WILL BE DELIGHTED IN EVERY WAY THEY CAN BE.



Little Black Bow Photography



**THANK YOUR VENDORS
THE MORE YOU LOVE YOUR VENDORS, THE MORE THEY WILL GO ABOVE AND BEYOND FOR YOU. SHOWING VENDORS APPRECIATION AND GRATITUDE THROUGHOUT THE PLANNING PROCESS RESULTS IN MAGIC ON YOUR BIG DAY.**

ENTERTAINMENT

GUEST ENJOYMENT SHOULDN'T BE AS IMPORTANT AS IT IS BUT THIS IS THE WORLD WE LIVE IN. CREATING DYNAMIC AND FUN EVENTS IS ONLY ACHIEVABLE WITH GOOD ENTERTAINMENT.

BAND / DJ

- ☐ INITIAL MEETING
- ☐ LISTEN TO A FULL SET OR LOOK
- ☐ FOR EXAMPLE VIDEOS
- ☐ SET LIST
- ☐ HOURS OF PLAY VS PRE-RECORDED PLAY
- ☐ RUNSHEET GIVEN
- ☐ THANK YOU GIFT/ LEAVE REVIEW

OTHER

- ☐ DANCERS
- ☐ FIREWORKS
- ☐ MAGICIAN
- ☐ MUSICAL ACT
- ☐ ANIMAL ENCOUNTERS
- ☐ LIVE GUEST PORTRAITS

PHOTOBOOTH

- ☐ INITIAL MEETING
- ☐ PHOTOBOOTH
- ☐ 360 BOOTH
- ☐ VIDEO BOOTH
- ☐ INITIAL MEETING
- ☐ ASK FOR EXAMPLE GALLERIES
- ☐ RUNSHEET GIVEN
- ☐ THANK YOU GIFT/ LEAVE REVIEW

FOR ULTIMATE
GUEST
ENTERTAINMENT
THINK ABOUT
FIRST DANCE
LESSONS TO
KNOCK THEIR
SOCKS OFF.

STATIONARY

- ☐ SAVE THE DATE
- ☐ INVITATIONS
- ☐ GUEST INFORMATION
- ☐ NAME TAGS
- ☐ THANK YOU CARDS
- ☐ SIGNANGE
- ☐ WEDDING WEBSITE
- ☐ DELIVERY DATE CONFIRMED
- ☐ POSTAGE STAMPS
- ☐ THANK YOU GIFT / LEAVE A REVIEW



Margan Photography

CAKE

- ☐ CAKE AS DESSERT?
- ☐ CAKEAGE FEE?
- ☐ TASTING
- ☐ TIERS CHOSEN
- ☐ FLAVOURS CHOSEN
- ☐ DESIGN CHOSEN
- ☐ GROOMS CAKE
- ☐ CAKE KNIFE
- ☐ CAKE STAND
- ☐ TOPPER
- ☐ RUNSHEET GIVEN
- ☐ THANK YOU GIFT / LEAVE A REVIEW

Apparell

FOR OUR FEMME LEANING LOVERS!

- ☐ SHOWSTOPPER OUTFIT
- ☐ SECONDARY PARTY OUTFIT
- ☐ ALTERATIONS
- ☐ VEIL

- ☐ UNDERGARMENTS FOR DRESS
- ☐ UNDERGARMENTS FOR LATER
- ☐ JEWELLERY
- ☐ SHOES
- ☐ SOMETHING OLD
- ☐ SOMETHING NEW
- ☐ SOMETHING BORROWED
- ☐ SOMETHING BLUE

- ☐ HAIR AND MAKEUP TRIAL
- ☐ HAIR PIECE
- ☐ VEIL FITTING
- ☐ NAILS
- ☐ MASSAGES
- ☐ FACIAL TREATMENTS



Your besties

- ☐ DRESSES OR OUTFITS
- ☐ APPROPRIATE UNDERWEAR
- ☐ ALTERATIONS
- ☐ SHOES
- ☐ JEWELLERY
- ☐ HAIR PIECES
- ☐ PLAYLIST FOR MORNING OF!

“There is never a
need to follow
tradition, you’re better
off following your
heart”

Apparell

FOR THE MASCULINE LEANING AMONGST
US.

- ☐ PICK SUITS/ OUTFITS
- ☐ SECONDARY SHIRT
- ☐ TIE / BOWTIE / BOLO TIE
- ☐ SUSPENDERS/ BELT
- ☐ VESTS
- ☐ SHOES
- ☐ SOCKS
- ☐ CUFFLINKS
- ☐ FRESH SHAVE / TRIM
- ☐ COLOGNE
- ☐ PICK UP SUITS
- ☐ ALTERATIONS



Montana Wilson Photography

Rings

- ☐ RESIZING
- ☐ CLEAN ENGAGEMENT RING
- ☐ CONFIRM ANY ENGRAVINGS
- ☐ PICK UP RINGS
- ☐ DECIDE WHO WILL BE HOLDING
THEM

“Please don’t leave the rings
in the car”

THE REST

THE LITTLE THINGS THAT TIE IT ALL TOGETHER

ACCOMMODATION

- ☐ SUGGESTIONS FOR GUESTS
- ☐ BOOK NIGHT BEFORE
- ☐ BOOK NIGHT OF

TRANSPORT

- ☐ CARS FOR LOVER 1'S GROUP
- ☐ CARS FOR LOVER 2'S GROUP
- ☐ BUSES OR CARS FOR FAMILY
- ☐ BUSES OR CARS FOR FRIENDS

SITTERS

- ☐ BABYSITTERS
- ☐ PETSITTER
- ☐ HOUSE SITTER



MC

- ☐ CHOOSE MC
- ☐ TALK ABOUT OFF-LIMIT SUBJECTS
- ☐ RUNSHEET GIVEN
- ☐ THANK YOU GIFT

GIFTING

- ☐ PARENTS
- ☐ BRIDESMAIDS
- ☐ GROOMSMEN
- ☐ OTHER

There will always be more with
personalisation of events but we
hope this has been a handy
tool for you in planning your
special day.

FOUND IT ALL A BIT TOO OVERWHELMING?
GET IN CONTACT TODAY ABOUT HOW WE CAN HELP CREATE YOUR OWN
SPECIAL DAY WITHOUT THE STRESS.