



PRE-WEDDING EMERGENCY CHECKLIST

FROM MBD MARKETING & EVENTS

"Hope for the best and plan for the worst."

Your big day is just days away. The RSVPs are in, dresses tailored and catering confirmed. What could go wrong? No wedding - no matter how well-planned and well-run - is immune to the occasional crisis or disaster. Knock on wood and consider this pre-wedding emergency checklist:

Know your venue and its contacts.

There is a leak in the women's bathroom. Before your guests ruin their shoes, know who the contacts are for your venue. Work with them to have a plan B in case of maintenance emergencies, weather or other unforeseen situations.

Same for vendors.

Only 85 chairs were delivered instead of 100. Who do you call? Having a clear list of all vendor contacts - and distributing it to all members of your event team - is critical to managing emergencies on the fly.

Be familiar with evacuation plans and emergency exits.

The fire alarm is going off. What now? Have a plan for how you will evacuate your guests - and communicate the need to do so. Having a PA system, bullhorn or whistle in your emergency kit can help you get the attention of a crowd. Identify staff or volunteers in advance to help guide guests to emergency exits.

Print it out.

Having copies of all guest lists, permits, contracts, contact numbers, maps, layouts, etc. can be a lifesaver. We all love trees and live in a digital world, but there's nothing like a visual in case of an emergency. Being able to show someone on a map where the extra chairs go or how you are going to move things around is critical. Additionally, you can handoff paper much more easily than a tablet when delegating tasks or information. Have enough copies for everyone and a few extras, just in case.

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Have an emergency kit packed and ready.

You have things that are moving that shouldn't. Things that aren't moving that should. A change to the menu. A giant spill. And no time to run back home or the office to deal with it. [Emergency kit to the rescue!](#) Here's what we recommend packing:

- Duct tape
- Clear tape
- Gaffer tape - black and white
- Double sided tape
- Clothing tape
- Removable adhesive strips
- Zip ties (variety of sizes)
- Safety pins
- Floral / pearl-headed pins
- Sewing kit
- Security cables / locks
- Lubricating spray
- Scissors
- Wire cutters / snips
- Cake knife / extra serving utensils
- Lint roller
- Static guard spray
- Oil absorbing sheets
- Stain stick
- Bug spray
- Sunscreen
- Anti-itch cream
- Antihistamines
- First aid kit
- Pain relievers
- Cotton swabs
- Cotton swabs
- Tweezers
- Hand / toe warmers
- Extension cords
- Power strip
- Batteries
- Phone charger
- Lighter
- Candles
- Flashlight
- Tool kit
- Permanent markers
- Pens
- Highlighters
- Paper clips / binder clips
- Money envelopes
- Name tags
- Acrylic sign holders
- Paper / sticky notes
- Rubber bands
- Stapler
- Folders / clipboards
- Snacks
- Water
- Rubber gloves
- Trash bags

Don't go it alone.

Rather than dealing with emergencies yourself, why not kick up your heels and enjoy your wedding. Let MBD Marketing & Events take on the heavy lifting, so you can dance the night away!

