

Divide & Conquer

Your Wedding Tasks

A note before you start ...

- ✧ **Planning a wedding is a team sport but won't be 50/50.** Play to each other's strengths. Try to find a healthy balance taking into account all the other day-to-day tasks you juggle as a couple.
- ✧ **Not EVERY task is listed here**, but you'll see the main types you'll face.
- ✧ **The goal is collaboration.** Fewer whispers of "I'm doing everything." More "You've got this, I'll take that."
- ✧ **If you both dread a task?** That's your cue to outsource, delegate, or simplify.

Grab a pen, pour a glass of wine, sit down together, and start assigning.



Divide & Conquer: **Your Wedding Micro-Tasks**

Task	Who will be better at this?	Who's responsible?
Calling venues to check availability	Confident caller, people-person	
Drafting the first guest list	Good judge of relationships, comfortable making tough decisions	
Collecting addresses for save-the-dates	Persistent follow-upper, social connector	
Following up with people who don't RSVP	Diplomat, patient communicator	
Researching & comparing catering options	Foodie, curious researcher, detail-checker	
Setting up tastings with caterers	Planner, calendar-keeper, confirms pricing/terms	
Checking dietary restrictions with guests	Clear communicator, persistent follow-upper	
Booking a photographer	Negotiator, budget-conscious, aesthetic eye	
Making a shot list for the photographer	Sentimental detail-keeper, storyteller	
Choosing a band or DJ	Music lover, party-starter, crowd-pleaser	
Sending the DJ a "do not play" list	Opinionated curator	
Researching & comparing florists	Pinterest scroller, visual eye, detail-checker	
Meeting florists and choosing arrangements	Designer type, visual decision-maker	
Booking transportation for guests	Logistics thinker, problem-solver	

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Arranging hotel blocks	Negotiator, deal-hunter	
Design invitations	Creative, typography lover	
Creating a wedding website	Tech-savvy, good eye for design	
Assembling and mailing invitations	Crafty hands, patient	
Creating sitting chart	Puzzle lover, planner, knows all the tea	
Create kids' activities	Kid-at-heart, creative thinker	
Ordering wedding favors	Thoughtful gift-giver, budget-savvy	
Choosing ceremony readings	Romantic, literary soul	
Coordinating rehearsal dinner details	Detail-checker, host mindset	
Download offline maps	Practical thinker, Tech-savvy	
Delegate wedding-day responsibilities	Good coordinator, clear communicator	
Packing a wedding day emergency kit	Over-preparer, practical thinker	