



Wedding Sound System Checklist

CEREMONY SOUND

- ☐ **Location scouted** (indoor/outdoor, power source, accessibility)
- ☐ **Speaker(s)**: 1–2 based on size of guest list
- ☐ **Microphones**
 - ☐ Lapel mic for officiant
 - ☐ Handheld mic (backup or for readings)
 - ☐ Mic for couple (optional but often helpful)
- ☐ **Wireless transmitter & receiver tested**
- ☐ **Windscreen on mics (for outdoor use)**
- ☐ **Pre-recorded music playback system** (laptop or phone with playlist)
- ☐ **AUX or Bluetooth adapter included**
- ☐ **Music cues communicated in advance**
- ☐ **Sound check scheduled** before guests arrive
- ☐ **Backup batteries and cables packed**
- ☐ **Backup speaker/mic (optional but recommended)**

COCKTAIL HOUR SOUND

- ☐ **Speaker for ambient music**
- ☐ **Preloaded playlist or DJ connection ready**
- ☐ **Power source or battery-operated speaker ready**
- ☐ **Volume levels pre-set to low/medium**

RECEPTION SOUND

- ☐ **DJ or Band coordination complete**
- ☐ **Backup system in case of DJ failure**
- ☐ **Toasts mic + stand ready**
- ☐ **Dance floor speaker positioning** confirmed
- ☐ **Lighting synced (if part of package)**
- ☐ **MC mic tested & charged**



TECH + LOGISTICS

- ☐ Power cords, surge protectors, extension cables packed
- ☐ Gaffer tape / cable covers to secure wires
- ☐ Load-in / setup time confirmed with planner or venue
- ☐ Breakdown time confirmed
- ☐ Rain contingency plan in place (tents, speaker covers, etc.)
- ☐ On-site tech assigned (if full-service)
- ☐ Insurance Certificate sent to venue (if required)

Notes

CONTACTS

Planner: _____

Venue Manager: _____

DJ/Band Lead: _____

Officiant: _____

Sound Technician: _____

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