MOMENTS & co.

FREE PLANNING CHECKLIST

The Cyprus destination wedding guest-experience checklist

A practical timeline for travel, accommodation, communication, transport, arrival care and the wedding weekend. Use it with your venue and planning team, then adapt every item to your guests.

The guiding principle

If missing a detail could make a guest late, lost, uncomfortable or unexpectedly out of pocket, communicate it twice.

6-12 months before

Establish the decisions that affect whether guests can attend and how confidently they can book.

- [ ] Confirm the wedding date, exact area of Cyprus and venue address.
- [ ] Tell guests which airport is usually most practical, while encouraging them to compare routes.
- [ ] Share two or three accommodation options at different price points and note travel time to the venue.
- [ ] Explain any hotel room-block deadline and the correct booking route.
- [ ] Publish a simple wedding website or information page with one source of truth.
- [ ] Collect arrival date, hotel, dietary requirements, mobility needs and transport intentions in the RSVP.
- [ ] Name a guest-contact person who is not the couple on the wedding day.

Notes

PLAN THE WEEKEND

2-4 months before

Turn the booking information into a clear, comfortable guest journey.

- [ ] Publish the events guests are invited to, including optional and separately paid activities.
- [ ] Add approximate start and finish times, dress guidance and footwear notes.
- [ ] Confirm pickup points, return transport and who may use arranged transport.
- [ ] Explain which meals and drinks are hosted and where guests will need to pay themselves.
- [ ] Decide whether arrival care will be a message, printed note, welcome gift or room drop.
- [ ] Prepare one concise local-information page covering pharmacies, taxis and useful contacts.
- [ ] Check accessibility, child-friendly arrangements and any guest-specific requirements with the venue.
- [ ] Agree who owns each part of the guest journey: couple, planner, venue, hotel or supplier.

1-2 weeks before

Confirm details and send a short update rather than asking guests to search the full website again.

- [ ] Reconfirm the transport list, vehicle capacity, pickup times and pickup locations.
- [ ] Check hotel-delivery names against reservation names and record room changes.
- [ ] Send the final before-you-travel message.
- [ ] Reconfirm dietary and accessibility notes with the responsible supplier.
- [ ] Check the weather plan and agree who can move, shorten or alter an exposed activity.
- [ ] Prepare a small reserve of notes or gifts for late bookings, room changes and delivery issues.

ARRIVAL AND WEDDING DAY

On arrival

Make the first touchpoint obvious, calm and useful after a day of travel.

- [ ] Send a short welcome message with the next event time and one emergency contact.
- [ ] Place printed information where it will be seen immediately.
- [ ] Reconcile every room drop or welcome gift against the live guest list.
- [ ] Record unsuccessful deliveries and assign someone to resolve them.
- [ ] Remind guests about hydration, sun protection, footwear or evening temperatures when relevant.

On the wedding day

Protect comfort during waiting, movement and transport - not only during the ceremony.

- [ ] Make water visible before seating and during transitions.
- [ ] Confirm shade or a cool indoor retreat for exposed periods.
- [ ] Reserve suitable seating for older guests, pregnant guests, young children and anyone with mobility needs.
- [ ] Keep one coordinator at each transport pickup point.
- [ ] Give speeches, photos and transfers realistic buffer time.
- [ ] Ensure the guest-contact person has supplier and transport phone numbers.

The morning after

Close the weekend warmly without making recovery or onward travel difficult.

- [ ] Confirm whether the gathering is hosted, optional or paid individually.
- [ ] Repeat airport-transfer reminders and checkout information.
- [ ] Send a short thank-you message, even if formal notes will follow later.
- [ ] Log undelivered gifts, lost property and supplier follow-ups before the team disperses.

COPY-READY COMMUNICATION

Before-you-travel message

Copy this structure into email or WhatsApp and replace every item in brackets.

Subject: Before you travel - [names] in Cyprus

We cannot wait to welcome you to Cyprus. Here are the final details:

Arrival: [airport and transfer guidance]
First event: [date, time, location and dress guidance]
Wedding transport: [pickup location and exact time]
Weather and footwear: [practical guidance]
Hosted events: [what is included and what is optional]
Guest contact: [name and phone number]

The full itinerary is here: [link]. Please tell [contact] promptly if your travel or hotel details change. Safe travels!

Essential contacts

ROLE	NAME	PHONE
Guest contact		
Venue coordinator		
Planner		
Transport lead		
Hotel contact		
Gift / room-drop contact		

Adapt this checklist with your venue, planner and suppliers. Conditions, access, transport and requirements vary by location and date.

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