

Meta title: Wedding Welcome Kit Checklist
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Wedding Welcome Kit Checklist

Companion download for: **Wedding Welcome Kit Ideas: What to Include (+ Free Printable Checklist)**

Pick a tier below, check off contents as you pack, and use the assembly and delivery checklists to run the day itself.

Tier 1 — Simple

- ☐ Water bottle
- ☐ One packaged snack
- ☐ Printed welcome note with itinerary

Tier 2 — Mid-tier

- ☐ Everything in Tier 1, plus:
- ☐ One regional/local snack
- ☐ Mints
- ☐ Small comfort item (tissues or a travel-size pain reliever)

Tier 3 — Elaborate

- ☐ Everything in Tier 2, plus:
- ☐ Curated local-specialty box (city-specific sweets/snacks)
- ☐ Travel-size toiletries
- ☐ Printed personalised itinerary card (guest's name, their specific events only)
- ☐ Small keepsake favour
- ☐ Bilingual welcome note (if guest list spans NRI + India-based relatives)

India-specific / local-touch add-ons (any tier)

- [] City-specific sweet or snack (e.g. mawa kachori for Rajasthan, mohanthal for Gujarat, murukku for South India)
- [] Small ritual item (mini diya, sachet of ittar) for traditional-leaning weddings
- [] Local city guide insert for destination weddings
- [] Seasonal add-on: hand fan / electrolyte sachet (summer) or chai sachet / socks (winter, hill stations)

Assembly checklist

- [] Sample bag built first as the team's reference
- [] Assembly line set up (one item per station, not one person per bag)
- [] Batches packed in rounds of 20-25, spot-checked every 5th-10th bag
- [] Tissue layer added before sealing
- [] 10-15% extra kits assembled for replacements/late additions

Delivery checklist

- [] Delivery method chosen: ☐ Room-drop ☐ Hospitality desk handout ☐ Both
- [] If room-drop: hotel housekeeping confirmed, distribution fee (if any) confirmed, contents pre-approved by hotel if required
- [] Drop waves scheduled against actual arrival clusters (not one blanket time)
- [] End-of-day tally: kits packed vs. kits confirmed delivered, cross-checked against arrivals list

Companion asset to the WeddingKart Hospitality Content Cluster — see the full guide at weddingkart.co/blog/wedding-welcome-kit-ideas-checklist