

WEDDING CHECKLIST

EXPECTED ATTENDANCE / MINIMUM GUARANTEE

Total Number of Invitations Sent _____
Percentage In-State / Out-of-State _____

LOCATION OF CEREMONY

TIME OF CEREMONY

LENGTH OF CEREMONY

WEDDING PICTURES

Will pictures be taken at ceremony site or
off-site following ceremony? _____
How long does photographer estimate for taking
of wedding pictures? _____
Do you plan on joining your reception /
cocktail hour? _____

RECEPTION SCHEDULE

Reception _____
Doors Open _____
Receiving Line _____
Introductions _____
Invocation / Blessing _____
Toast _____
Lunch or Dinner _____
Cake Cutting _____
Dancing / First Dance _____
Garter / Bouquet Toss _____
Conclusion _____
Dancing Between Courses _____
During Cocktail Hour (Hors d' Oeuvres) _____
Appetizer / Soup _____
Salad _____
Entrée _____
Dessert _____
Special Needs (Vegetarian, Kosher, Children, Allergies) _____

BEVERAGE SELECTIONS

During Cocktail Hour _____
During Meal (Wine Service / Champagne Toast) _____
Wine Upgrade _____
Toast (Champagne or Cider) _____
Upgraded Bar or Extended Hours _____

WEDDING CAKE INFORMATION

Cake Top (Floral or Statue - Client to provide either) _____
Floral Decorations for Cake Table (Florist to Provide) _____
Cake Flavor _____
Cake Fillings _____
Color of any Decoration _____
Type of Icing / Color of Icing _____
Client to Keep Topper _____
Served or Placed on Sweet Table _____

ROOM SET-UP

Table Numbered (Yes / No) _____
Frame Type _____
Place Card Table _____
Gift Table / Guest Book _____
Cake Table _____
Piano Needed (Where for Dinner / Reception) _____
Coat Check (Cash Basis / Hosted) _____
Votive Candles _____
Microphones _____