

## Wedding Checklist

Date of Wedding: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Person responsible for payment: \_\_\_\_\_

Location of Wedding Ceremony: \_\_\_\_\_ Time of Wedding Ceremony: \_\_\_\_\_

Decorations: What: \_\_\_\_\_ By Whom: \_\_\_\_\_ Time: \_\_\_\_\_

Reception Time: \_\_\_\_\_ Location: \_\_\_\_\_

Cash Bar: \_\_\_\_\_ (time span: \_\_\_\_\_) Host Bar (time span: \_\_\_\_\_)

Host Bar Items: \_\_\_\_\_

Hor d' Oeuvres: \_\_\_\_\_

Gift Table: \_\_\_\_\_ Guest Book: \_\_\_\_\_ Printed Napkins: \_\_\_\_\_ (supplied by engager)

Cake Delivery Time: \_\_\_\_\_ Cake Table Required: 42" round \_\_\_\_\_ or 30" x 6' \_\_\_\_\_

Cake Baker: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Special Needs: \_\_\_\_\_

Dinner Time: \_\_\_\_\_ Location: \_\_\_\_\_

# at Head Table: \_\_\_\_\_ # at Family Table: \_\_\_\_\_ Placecards: \_\_\_\_\_

Estimated # of guests: \_\_\_\_\_ RSVP Return Date: \_\_\_\_\_ Linen Napkin Color (all cloths are white): \_\_\_\_\_

Menu: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Needs: \_\_\_\_\_

Wine/Champagne: \_\_\_\_\_

Program Time: (if applicable) \_\_\_\_\_ Location: \_\_\_\_\_

Special Needs: \_\_\_\_\_

Dance Time: \_\_\_\_\_ Location: \_\_\_\_\_

Name of Band or DJ: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Number of Band Members: \_\_\_\_\_

Cash Bar: \_\_\_\_\_ Host Bar Items: \_\_\_\_\_

Special Needs: \_\_\_\_\_

Late Night Snacks: \_\_\_\_\_