

WEDDING CHECKLIST

To assist you with planning your special day, we have prepared a list of items for you to consider.

Wedding Day _____, **20**__

BRIDE:	GROOM:
Surname:	Surname:
Given Name:	Given Name:
Street:	Street:
Apartment:	Apartment:
City:	City:
Province:	Province:
Postal Code:	Postal Code:
Phone (h) (w)	Phone (h) (w)
TIMES:	CONTACTS:
Rehearsal:	Marriage Officiate:
Location:	Florist:
Set-up:	Master of Ceremonies:
Responsible:	Photographer:
Ceremony:	Videographer:
Location:	On-site Contact:
Formal Photographs:	DJ or Band:
Location:	Wedding Coordinator:
Receiving Line:	Other:
Location:	
Reception:	SET UP REQUIREMENTS:
Grand Entrance:	Smoking or Non-Smoking:
Dinner:	Coat Check: ● Cash or ● Host
Program:	Head Table (# of people):
Cake Cutting:	Podium & Mic:
Dance:	Rounds of:
Late Night Lunch:	Cake Table:
Other:	Guest Book Table:
	(# of chairs):
Number of Guests:	Gift Table:
Adults:	Memorabilia Table:
Children:	DJ Table:
Bridal Party:	Riser for band:

Beverage Service:	Assigned seating:
Type of Bar: <input type="radio"/> Cash or <input type="radio"/> Host or <input type="radio"/> subsidized (a portion of the costs can be invoiced to your account with your guests paying the balance)	Table numbers with signs:
	Number of reserved tables:
	High Chairs or booster seats:
	Audio Visual:
Number of Host Tickets:	Brass Candles:
Soft Drinks & Juices: <input type="radio"/> Cash or <input type="radio"/> Host	RECEPTION:
OTHER:	Appetizers:
Napkin Colour:	Entertainment:
Centre Pieces:	Bar Schedule:
Guest Favours:	
Set out:	DINNER (PLATE SERVICE):
Cake Knife:	Starter:
Cake:	Entrée:
Delivery of Cake:	Dessert:
Photographs:	DINNER (BUFFET):
Guest book & pen:	Entrées:
Piano: (grand or upright):	Head Table served: <input type="radio"/> Yes or <input type="radio"/> No
Box for envelopes:	Children (2 to 10):
DECORATING:	Wine
Head Table:	Red:
Cake Table:	White:
Guest Book Table:	Wine Service:
Memorabilia Table:	Champagne:
Other:	Punch:
	CHILDREN'S MENU:
By Whom:	Starter:
When:	Entrée:
Chair Covers:	Dessert:
GUEST ROOMS:	CAKE SERVICE:
Bridal Suite:	Time:
Rate:	Service:
Group Rate:	LATE NIGHT LUNCH:
1 Queen Bed:	Time:
2 Queen Beds:	Expected number of people:
Billing:	Price per person:
Rooming List:	Menu:
	Coffee Service:

