

# 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 \_\_\_\_\_