

**Vendors** (Company, Contact Person, Phone, email)

- Officiant, Coordinator, Caterer, Photographer, Videographer, Florist, Cake/Desserts, Liquor, Decorating, Ceremony Music, Reception Music, Limo, Shuttles or Buses, Others

**Arrival / Ceremony Set-Up**

- Client & Vendor Arrival Time
  - Method of Arrival (Car / Shuttle / Limo)
- Pre-Ceremony Photos Start
  - Seeing Each Other Before Ceremony: Yes / No
- Guest Arrival Time
  - Method of Arrival (Car / Shuttle / Limo / Bus)
  - Reserved Parking Spaces
    - Number to Reserve
    - Who will be in need of these spaces?
- Guest Ceremony Seating –
  - Type – (Open / Ushers / Other)

**Pre-Ceremony Tables & Linens**

- Guest Book / Signing Table
- Greeting Table
- Gift Table
- Ceremony Table
- Additional Tables

**Ceremony Chairs**

- Type of Chair (White Resin / White Wood / Gold Cain or Other)

**Pre-Ceremony Items / Details**

- Signing Items
- Gift Table Items
- Ceremony Décor
- Programs
- Aisle Runner
- Bubbles / Bells / Butterflies / Other

**Ceremony**

Start Time

- Estimated Length of Ceremony
- Primary Ceremony Location
- Weather Alternative (Back-up)
- Ceremony Questions
  - How many attendants on Bride's side / Groom's side
  - Flower Girl(s)
  - Ring Bearer(s)
  - Ushers (Who)
  - Readers (Who)
  - Soloist / Musician(s) (Who)
  - Ceremony Event (Unity Candle / Sands / Roses / Multiple / Other)

**Post-Ceremony Activities**

- Group Photo:
  - Location (Ceremony Lawn / Fountain Courtyard / Fountain Stairs)

- Receiving Line
- Guests will Proceed To (Cocktail / Ballroom / Other)
- Sign Marriage License
- Post Ceremony Photos
  - Estimated Length / Who is Involved

### Cocktail Hour

- Beverage Details
  - Serving Alcohol
  - Beverage Package Required
  - Beer to be Served
  - Wine to be Served
  - Champagne to be Served
  - Hard Liquor Served
- Appetizer Details
  - Snacks Provided by Client at Bar
  - Appetizers Being Served
  - Cocktail Plates Needed
  - Cocktail Napkins Needed
  - Cocktail Tables
- Appetizer Table
  - Cabaret Table(s)
  - Bistro Table(s)
  - Slideshow Table
- Cocktail Chairs
  - Type (White Wood / Gold Cane / Other)
- Cocktail Items / Details
  - Music
  - Slideshow

### Reception / Meal

- Start Time / Doors Open to Ballroom
- Scheduled Event End Time
  - Pre-Extend Event Time
- Reception / Meal Activities
  - Seat Guests
  - Seating Type (Open / Family Reserved / Place Cards / Assigned Tables / Other)
    - Place Card Table
  - Announcement (No / B&G / B&G and Bridal / Family / Ushers / Other)
  - 1<sup>st</sup> Dance after Announcement
    - Parents to Follow
  - Blessing / Welcome / Toast
  - Meal Service Begins (Buffet / Stations / Plated / Cocktail / Buffet with Pre-Set)
- Pre-Set Options (Bread & Butter / Salad / Salad & Bread / Other)
- Dinner Wine Service
- Drinks for Toast(s)
- Dish Package Required (Basic / Plus / Full / Elegant / Other)
- Reception Tables, Linens & Napkins
  - Guest Tables
    - # of Guests at Each: (10 / 8 / Custom)

- Reception Napkins
  - Fold Style: (Tent / Fan / Stuff / Rolled / Folded / Other)
  - Color(s)
- Head Table(s) (Sweetheart / Round / Banquet / Custom)
  - # Seated at Head Table
- Cake Table(s)
- Coffee Table
- Service Table
- Buffet Table(s)
- DJ Table
- Other Table(s)
- Reception Chairs
  - Type (White Wood / Gold Cane / Other)
    - Chair Covers
- Reception Items / Details
  - Décor Item(s) Requested
  - Cake Knife & Server
  - Toasting Flutes
  - Party Favors

### Post Meal

- Post Meal Activities
  - Toasts
  - Cake Cutting
  - Slideshow
  - First Dance
  - Family Dances
  - Other Dances (Bridal Party / Generational / Money / Hora / Others)
  - Open Dancing
  - Garter Bouquet
  - Last Call
  - Gather Guests for Formal Send Off
    - With Bubbles / Bells / Lavender / Other
- End of Night Details
  - Departure
    - B&G Departing (Car / Limo / Shuttle / With Guests)
    - Bridal Party & Family Depart
      - Special Transportation
    - Guests Depart (Car / Shuttles / Bus)
  - Who is Taking Food/Gifts/Cake
  - Centerpiece Containers Going To
  - Flowers Going To
  - Who will Sign Liquor Inventory Sheet
  - Who will Return for Leftover Liquor