

## EVENT CHECK LIST

Date of Event \_\_\_\_\_

Number of Guests \_\_\_\_\_

Item:

Reserved (x)

Invitations (Respond Cards, Reception Cards, Informals)

Style \_\_\_\_\_ Quantity \_\_\_\_\_

Venue \_\_\_\_\_

Florist \_\_\_\_\_

Caterer \_\_\_\_\_

Bakery \_\_\_\_\_

Photographer \_\_\_\_\_

Music \_\_\_\_\_

Decorations \_\_\_\_\_

Canopy \_\_\_\_\_

Tent \_\_\_\_\_

Tuxedos \_\_\_\_\_

Gowns \_\_\_\_\_

Transportation \_\_\_\_\_

Parking \_\_\_\_\_

Gifts \_\_\_\_\_

Favors \_\_\_\_\_

### CEREMONY APPOINTMENTS

Item:

Reserved (x)

Arch

Type \_\_\_\_\_ Quantity \_\_\_\_\_

Candelabra

Type \_\_\_\_\_ Quantity \_\_\_\_\_

Candles

Type \_\_\_\_\_ Color \_\_\_\_\_ Quantity \_\_\_\_\_

Aisle Runner

Length \_\_\_\_\_ Quantity \_\_\_\_\_

Kneeling Bench(s)

Type \_\_\_\_\_ Quantity \_\_\_\_\_

Flower Stand(s)

Type \_\_\_\_\_ Quantity \_\_\_\_\_

**CEREMONY APPOINTMENTS (cont.)**

<u>Item</u>	<u>Reserved (x)</u>
Chuppah	_____
Entrance Canopy	_____
Bride's Canopy	_____

**RECEPTION, DINNER, DANCE**

<u>Item:</u>	<u>Reserved (x)</u>
Tables	
Size _____ Quantity _____	_____
Chairs	
Style _____ Quantity _____	_____
Tablecloths	
Size _____ Color _____ Quantity _____	_____
Napkins	
Color _____ Quantity _____	_____
China (Dinner/Dessert/Bread-Butter Plates; Soup; Cup/Saucer)	
Pattern _____ Quantity _____	_____
Flatware (Knife;Fork;Teaspoon;Dessert Fork; Soup Spoon)	
Pattern _____ Quantity _____	_____
Glasses (Goblet;Wine;Champagne;Old Fashioned; Highball)	
Style _____ Quantity _____	_____
Serving Pieces	
Type _____ Quantity _____	_____
Chafers	
Type _____ Quantity _____	_____
Decorations	
Desc _____ Quantity _____	_____
Dance Floor	
Style _____ Size _____	_____

**OTHER**

<u>Item:</u>	<u>Reserved (x)</u>
_____ Quantity _____	_____
_____ Quantity _____	_____
_____ Quantity _____	_____
_____ Quantity _____	_____
_____ Quantity _____	_____