



## Wedding Detail Check List

Wedding Date \_\_\_\_\_  
Brides Name \_\_\_\_\_  
Grooms Name \_\_\_\_\_  
Number of Guests \_\_\_\_\_ Number of Guests \_\_\_\_\_  
Attending Ceremony \_\_\_\_\_ Attending Reception \_\_\_\_\_  
Onsite Contact / Parents \_\_\_\_\_  
Contacts Cell Number \_\_\_\_\_

**Ceremony Rehearsal:** Time \_\_\_\_\_ Location \_\_\_\_\_

### Ceremony:

Off Site: yes / no Time \_\_\_\_\_ Location \_\_\_\_\_ Length of Ceremony \_\_\_\_\_  
If off site would you like assistance booking transportation? yes / no

Details \_\_\_\_\_  
\_\_\_\_\_

### Ceremony:

Location \_\_\_\_\_  
Number of Chairs \_\_\_\_\_  
Chairs Facing \_\_\_\_\_  
Ceremony Officiate \_\_\_\_\_  
Cell Number \_\_\_\_\_  
White Lattice Arch \_\_\_\_\_ Wooden Log Arch \_\_\_\_\_ Chuppah \_\_\_\_\_  
BM Attendants \_\_\_\_\_ GM Attendants \_\_\_\_\_ RB/Flowergirl? \_\_\_\_\_

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Gift Table yes / no  
Guest Sign In/Picture or Matte Frame with easel @ \$15/easel yes / no  
Sound System: Included in Package  
(Includes 1 Lav Mic, & 1 Standing Mic and Sound System) yes / no  
Riser with steps: yes / no  
Number of Guests to be on Riser \_\_\_\_\_

Unity Candle Table yes / no

Other items on riser: Chuppah, Arch, floral décor or other (please explain) \_\_\_\_\_

Ceremony Music \_\_\_\_\_

Arrival Time of musicians performing \_\_\_\_\_

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

Ceremonial Readings yes / no

Number of Readers \_\_\_\_\_

Need Podium & Mic yes / no

Floral or Other Décor in Ceremony \_\_\_\_\_

Who to deliver \_\_\_\_\_

Delivery time \_\_\_\_\_

### Reception:

Guest Arrival Time \_\_\_\_\_ Bride & Groom Arrival Time \_\_\_\_\_

Receiving Line at Reception yes / no

Cocktail Reception: # of Bars \_\_\_\_\_ (1 per 75 guests)

Location \_\_\_\_\_

Begin Time \_\_\_\_\_ End Time \_\_\_\_\_

Bar Type: Included in Wedding Package yes / no

Upgrade Package yes / no

If yes Price & Type \_\_\_\_\_

Cash Bar

Host Bar

Open Bar @ \_\_\_\_\_ Close Bar @ \_\_\_\_\_

Price \_\_\_\_\_ # Adults \_\_\_\_\_

Other Bar Info: \_\_\_\_\_

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**Hors D' Oeuvre Selection:**

Displayed

Tray Passed

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Introduction Of Bride & Groom      yes / no

Wedding Party                              yes / no

Location                                      \_\_\_\_\_

Time    \_\_\_\_\_

Announcer                                  \_\_\_\_\_

Music     \_\_\_\_\_

**Dinner:**

Location                                      \_\_\_\_\_

Start Time                                    \_\_\_\_\_

Plated or Buffet

Number of Adults                            \_\_\_\_\_

Under 12 Years                              \_\_\_\_\_

3 Years and under                            \_\_\_\_\_

Menu:     \$ \_\_\_\_\_

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## Reception Room Set Up:

Rounds of 6 / 8 / or 10 guests  
Head Table on Riser yes / no  
Would you like assistance choosing linens?  
Linen Color \_\_\_\_\_  
Napkin Color \_\_\_\_\_  
Would you like assistance choosing floral?  
Centerpieces \_\_\_\_\_  
What time will they be delivered to hotel? \_\_\_\_\_  
Florist Name \_\_\_\_\_  
Favors on Table \_\_\_\_\_  
Hotel to place Favors on tables  
Hotel to place Menu Cards,  
Place Cards or Escort Cards  
Hotel to print and place on tables  
(Additional Fees for printing materials)  
Reserved Tables yes / no  
Food Stations (hors d' oeuvre) \_\_\_\_\_  
Punch Table yes / no  
Gift table yes / no  
Cake table yes / no  
Bar Set Up \_\_\_\_\_ Buffet Set Up - Existing or Other \_\_\_\_\_  
Cake Knife \_\_\_\_\_ Server \_\_\_\_\_ Toasting Glasses \_\_\_\_\_  
Cocktail napkins \_\_\_\_\_ Cameras \_\_\_\_\_  
Misc Items \_\_\_\_\_

## Music:

DJ or Band  
Riser for Band yes / no  
Does the Band need power? yes / no  
(Bands of 5 pieces or more require power drop of \$350)



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