

Wedding Checklist

Today's Date: _____ Date of Wedding: _____

Contact Information

Name: _____

Address: _____

Address of Event (if different): _____

Cell Phone: _____ Email: _____

Wedding Coordinator: Yes ___ No ___ Name/ Cell Phone: _____

Wedding Details

How many guests: _____ Guests seated per table: _____

Dance Floor: Yes ___ No ___ Size: _____

Head table: Yes ___ No ___ How many seated at head table? _____

Bar: Yes ___ No ___ Quantity: _____ Type of Bar(s): _____

Buffet for food: Yes ___ No ___ How many tables needed for buffet: _____

Dessert or cake table: _____ How many tables needed for dessert/cake table? _____

DJ or Band? _____ Do you need staging: _____ Size of Staging: _____

Chairs: Yes ___ No ___ Type: _____ Quantity: _____

Backdrops: Yes ___ No ___ Type: _____

Tent lighting? _____ Tent heaters or fans: _____

Will there be other items under the tent? Please explain:

What items will NOT be under the tent?

Would you like set up/tear down of the tables? Yes _____ No _____

Would you like set up/tear down of the chairs? Yes _____ No _____

Tent Details:

Location of tent on property: _____

Will the tent be installed on grass or asphalt? _____

If asphalt, can we stake into the asphalt? Yes ___ No ___ Size of tent: _____

Other Rental Items

Linens: Yes ___ No ___

- 1) Size: _____ Color: _____ Book #: _____
- 2) Size: _____ Color: _____ Book #: _____
- 3) Size: _____ Color: _____ Book #: _____
- 4) Size: _____ Color: _____ Book#: _____

Food:

Chafing dishes: _____ Chocolate Fountain: _____

Dishes and flatware: _____ Chargers: _____

Cake and Dessert stands: _____ Salad Bar: _____

Ice Cream machine: _____ Cotton candy machine: _____

Popcorn machine: _____ Hot dog steamer: _____

Drinks:

Glassware: _____ Champagne Fountain: _____

Frozen drink machine: _____ Sno Cone machine: _____

Ice Table: _____ Water Pitchers: _____

Miscellaneous:

Cocktail hour: _____ Cocktail tables/Linens: _____

Games: _____

Card Box: _____ Easel: _____

Chalkboard: _____ Marquee Numbers: _____

Neon Signs: _____ Other signs/letters: _____

Centerpieces: _____

Portable restroom: _____ Coat Rack: _____

Table numbers: _____ Generators: _____