

# EVENT CHECKLIST



Event Name: \_\_\_\_\_

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

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

## VENDORS / VENUE

**Item:**

**Reserved X**

Invitations (Response Cards, Reception Cards, Informals)

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

Venue: \_\_\_\_\_

Florist: \_\_\_\_\_

Caterer: \_\_\_\_\_

Bakery: \_\_\_\_\_

Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

Music: \_\_\_\_\_

Decorations: \_\_\_\_\_

Canopy: \_\_\_\_\_

Tent: \_\_\_\_\_

Tuxedos: \_\_\_\_\_

Gowns: \_\_\_\_\_

Transportation: \_\_\_\_\_

Parking: \_\_\_\_\_

Gifts: \_\_\_\_\_

Favors: \_\_\_\_\_

## CEREMONY APPOINTMENTS

**Item:**

**Reserved X**

Arch / Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

Candelabra / Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

Aisle Runner / Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

Kneeling Bench(s) / Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

Flower Stand(s) / Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

Chuppah: \_\_\_\_\_

Entrance Canopy: \_\_\_\_\_

Bride's Canopy: \_\_\_\_\_

# EVENT CHECKLIST

## RECEPTION / DINNER / DANCE

<b>Item:</b>	<b>Reserved X</b>
Tables / Size: _____	Quantity: _____ <input type="checkbox"/>
Chair / Style: _____	Quantity: _____ <input type="checkbox"/>
Tablecloths / Size: _____ Color: _____	Quantity: _____ <input type="checkbox"/>
Napkins / Color: _____	Quantity: _____ <input type="checkbox"/>
China (Plates: Dinner, Dessert, Salad, Bread & Butter / Soup / Cup & Saucer)	
Pattern: _____	Quantity: _____ <input type="checkbox"/>
Flatware (Knife, Dinner Fork, Salad Fork, Dessert Fork, Teaspoon, Soup Spoon)	
Pattern: _____	Quantity: _____ <input type="checkbox"/>
Glassware (Goblet, Wine, Champagne, Old-Fashioned, Highball)	
Style: _____	Quantity: _____ <input type="checkbox"/>
Serving Pieces / Type: _____	Quantity: _____ <input type="checkbox"/>
Chafers / Type: _____	Quantity: _____ <input type="checkbox"/>
Decorations / Style: _____	Quantity: _____ <input type="checkbox"/>

## OTHER

<b>Item:</b>	<b>Reserved X</b>
_____	Quantity: _____ <input type="checkbox"/>
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