

Wedding Checklist

Wedding Date: _____

Bride's Full Name: _____

Parent(s) of the Bride: _____

Groom's Full Name: _____

Parent(s): _____

Maid/Matron of Honor's Full Name: _____

Best Man's Full Name: _____

Wedding Consultant (if applicable): _____ Telephone #: _____

Wedding Website: _____

Bridal Party Information:

Maid/Matron of Honor: _____ Best Man: _____

1. Bridesmaid: _____ Groomsmen: _____

2. Bridesmaid: _____ Groomsmen: _____

3. Bridesmaid: _____ Groomsmen: _____

4. Bridesmaid: _____ Groomsmen: _____

5. Bridesmaid: _____ Groomsmen: _____

6. Bridesmaid: _____ Groomsmen: _____

7. Bridesmaid: _____ Groomsmen: _____

8. Bridesmaid: _____ Groomsmen: _____

1. Flower Girl: _____ Ring Bearer: _____

2. Flower Girl: _____ Ring Bearer: _____

1. Usher: _____

2. Usher: _____

Ceremony Rehearsal:

Day & Time: _____

Location: _____

Rehearsal Dinner:

Day & Time: _____

Location: _____

of People: _____

Ceremony Music (Band/DJ/Harpist/Flautist/Guitarist/Strings/Brass)

Name of Company: _____

Contact: _____

Telephone #: _____

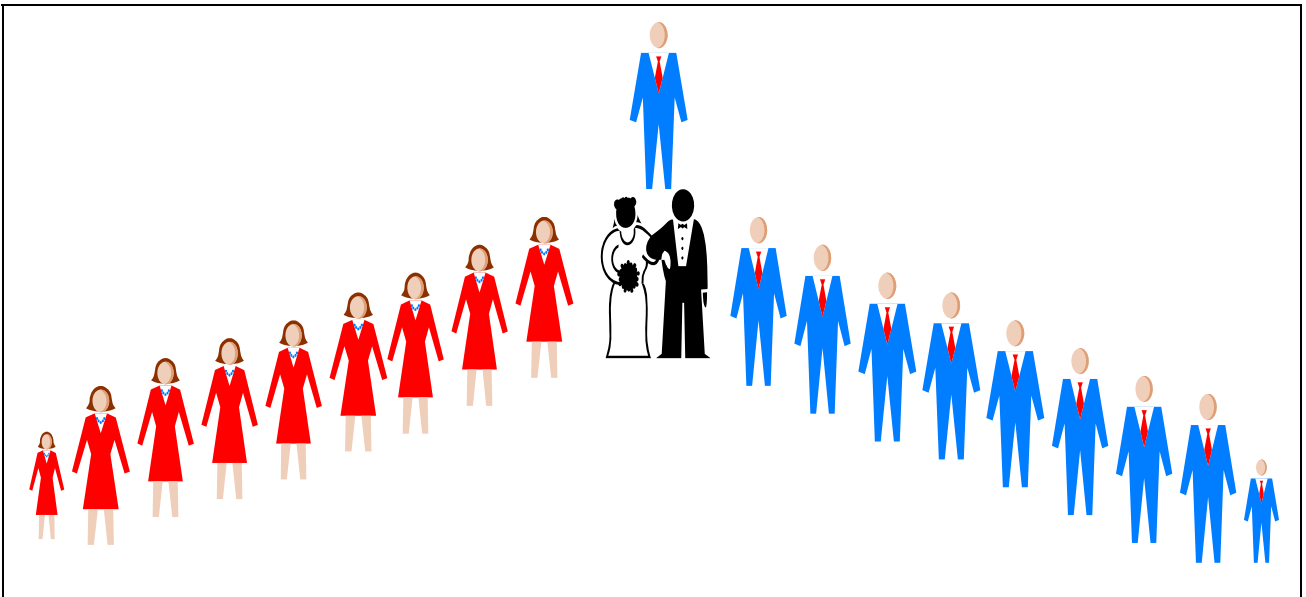
Start & End Times _____

Electrical Needs _____

Are there specific Songs during Ceremony? Y or N

Pre-Wedding as guests arrive: _____
 As Grandparents & Parents Seated: _____
 For Bridesmaids Walk: _____
 For Bride's Processional: _____
 During Ceremony: _____
 During Bridal Party Recessional: _____
 As Guest's Exit: _____

Standard Line-Up



Wedding Ceremony: (Please provide detailed timeline)

Day/Date: _____
 Time of Day: _____ Length of Ceremony: _____
 Sunset Time: _____
 Location: _____
 # Guests _____
 Religion(s): Bride _____
 Groom _____

Officiant/Justice of the Peace: _____
 Telephone #: _____

Any Readings **Y or N**

If yes, by whom: _____

Grandparents and Honored Guests: **Y or N**

If yes – Who is being honored: _____

***** DON'T FORGET YOUR MARRIAGE LICENSE. THIS MUST BE SIGNED AFTER THE CEREMONY *****

Ceremony set-up:

If held at resort, Hotel to provide the following:

Chairs

Gift & Guest Book Table (draped & skirted in white)

Portable sound system (includes 2-mounted speakers, microphone for officiant and mixer)

Butler passed Water with Fruit Garnish

Back-up location due to Inclement Weather

Any Additional Décor provided by vendors (to include):

Florals _____

Candles _____

Aisle Runner _____

Chair Covers: _____

Other _____

Provided by Bride & Groom:

Programs: Y or N

Unity Candle: Y or N

Other: _____

Wedding Reception:

Day/Date: _____

of Guests: _____

Start & End Time (Cocktail Hour): _____

Start & End Time (Dinner): _____

Guests' Attire (casual, semi-formal, formal, black-tie): _____

Guest Profile:

Minors (any under/near 21)

Y or N – If yes, how many: _____

High Chairs or Boosters needed (list table numbers if applicable)

Y or N – If yes, how many: _____

Dance Floor – provided by resort

Stage - needed? Y or N – if yes, what size? _____

Color Theme _____

Table Linens

Provided by Resort (White / Black / Burgandy / Sage Green / Buttercup)

OR

Provided by Vendor:

Company & Telephone #: (if Rented) _____

**** Please note, all round tables are 66" and can accommodate up to 10 people maximum ****

Are rental linens being provided for the following, If yes, please specify color/sizes/quantities:

Napkins: _____

Cake table: _____

Gift table: _____

Guest book table: _____

Place card table: _____

Chair covers/ties: _____

Other Décor: _____

Place Card Table needed? Y or N – if yes, advise of location: _____

Guest Book needed? Y or N – If yes, advise of location: _____

Gift Table needed? Y or N – If yes, advise of location: _____

Easel needed for Engagement Picture? Y or N – if yes, advise of location: _____

Audio Visual Requirements:

Special Lighting: (i.e. Cake up-lights, etc.) _____

Sound Equipment (i.e. Microphones, etc.) _____

Place Settings:

Napkin Fold: _____

Wine Glasses: Y or N

Rentals needed: _____

Tabletop Standard: Hotel will provide the following:

Votive Candles / Table Numbers / Silver Table Number Stands

Tabletop upgrades: Is any of the following provided by Bride & Groom?

Votive Candles: Y or N

Disposable Cameras: Y or N

Place cards: Y or N

Table Numbers: Y or N

Printed Menus: Y or N

Party Favors: Y or N

Head Table:

Shape: _____

Location: _____

For How Many ppl: _____

Reserved Tables: Shape: _____ Location: _____ How Many: _____

Bar Service - Liquor: Standard Premium

Custom Cocktail Napkins? _____

Cash Bar

Consumption Bar (Per Drink)

Package Bar: How Long? _____ Hours

Split Bar (Combination of above options): _____

Champagne Toast: (champagne to be served prior to toast?)

Flutes for Bride and Groom: Y or N

Timing: _____

Vendor Meals

How many / for which vendors: _____

Dances: First Dance: Time: _____ Song: _____
Father/Daughter: Time: _____ Song: _____
Mother/Son: Time: _____ Song: _____
Wedding Party: Time: _____ Song: _____

Cake provided by Resort: _____

Cake Picture Provide – Y or N

Cake Topping Type: _____ Keeping Top?: _____

Timing of service: _____

Utensils: Client Providing or Hotel Providing

Time Line

(Please fill in additional events and times)

Ceremony _____

Guest Arrivals _____

Cocktail Hour: From _____ to _____

Grand Entrance:

Parents _____

Bridal Party _____

Bride & Groom _____

Other _____

Blessing _____

Toast _____

Meal Begins _____

First Dance _____

Cake Cutting _____

Bouquet Toss _____

Garter Toss _____

Last Dance _____

ITEMS BROUGHT IN:

_____ Guest Book

_____ Cake Knife/Server

_____ Cake Top

_____ Wedding Cameras

_____ Favors For Tables

_____ Champagne Glasses for B&G

_____ Place Cards

_____ Seating Chart

_____ Gift Box/Basket

_____ Pictures

_____ Other – Please list

VENDORS

- Photographer _____ Telephone #: _____
Assistants Name & Telephone # (in case of emergency): _____
Will bride & groom see each other prior to ceremony? _____
Photos taken prior to ceremony? _____
Where will photos be taken? _____
Start & End Time: _____
- Videographer: _____ Telephone #: _____
Assistants Name & Telephone # (in case of emergency): _____
Start & End Time: _____
When and where will video be taken? _____
- Florist: _____ Telephone #: _____
Assistants Name & Telephone # (in case of emergency): _____
Décor: _____
Personal: _____ Aisle: _____
Seating & Buffet Centerpieces: _____
Gift Table: _____ Cake Table: _____
Guest Book Table: _____
- Music (Band/DJ/Harpist/Flautist/Guitarist/Strings/Brass)
Assistants Name & Telephone # (in case of emergency): _____
Who _____ Telephone #: _____
Start & End Times _____ Breaks _____
- Dressing Areas Provided by Hotel
 Brides Changing Room - YES
 Mens Changing Room - YES
Food and Beverage Allergies: _____

- Limousine/Transportation to & from ceremony & from reception (wedding party and guests) Provided by Host or Client?: _____
- Valet Parking - Provided by Client or Guests Pay Own