

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.)

Item Reserved (x)

Chuppah _____
Entrance Canopy _____

Bride's Canopy _____

RECEPTION, DINNER, DANCE

Item: Reserved (x)

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

Item: Reserved (x)

_____ Quantity _____

_____ Quantity _____

Quantity
Quantity
Quantity

