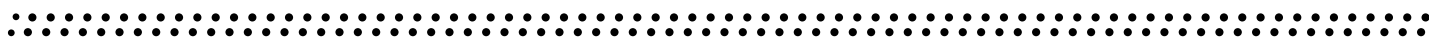


# *Wedding Day Details*



**Wedding Colors/Theme** (note color scheme and/or wedding day theme):

**Ceremony** (please indicate if there will be an arbor or if there needs to be a table or any special ceremonial pieces such as candles, sand and vases, etc.):

**Ceremony Aisle** (indicate if there will be anything lining the aisle/aisle runner or on ceremony chairs/shepherd hooks):

**Ceremony Music** (list processional/recessional pieces and specify who walks down the aisle to each song choice):

**Ushers** (please list those who are selected to usher guests to their seats):

_____	_____	_____
_____	_____	_____

**Ceremony Programs** (are you providing guests with programs? are they being handed out, placed on a stand for guests to pick up as they enter the ceremony area, or do they need to be placed on chairs prior?):

**Readings** (please list those who are selected to do a reading during the ceremony):

**Ceremony Recessional** (please indicate if guests are throwing rice/flowers/confetti, blowing bubbles, or lighting sparklers as you walk back down the aisle as a married couple):

**Receiving Line** (please indicate if you plan to have a receiving line following your ceremony):

**Ceremony/reception seating** (are you using the same chairs for the ceremony and reception? if yes, please indicate who is removing the chairs from the ceremony site and relocating them to the reception site?):

**Reserved Seating** (during the ceremony, indicate how many rows you would like reserved. it also helps if you make up reserved seating signs or banners):

**Photos** (have you and your photographer created a list of must have photos? please list if you are taking photos before/after ceremony/or both):

**Escort Cards** (indicate if you will have escort/seating cards and how they will be set up for guests):

**Gift/Card Table** (please specify if there will be a table for gifts and cards and where it will be located):

**Guest Book/Other and Pen** (please specify where these will need to be set up):

**Wedding Favors** (please specify if you are providing favors for guest and where/how you would like these to be displayed):

**Signage** (indicate if you will be providing signage for your wedding, whether it be directional signs, signs for the bar area, signs on favor/guest book table(s), signs on food displays/dessert table, etc.):

**Lawn Games** (indicate if you will have lawn games and if you need assistance setting them up):

**Reception Introductions** (please indicate who you want to be introduced into the reception- bride and groom only, include wedding party/flower girl/ring bearer, include parents... or perhaps no one at all. also specify if you want the wedding party to enter separately or in pairs):

**Toast(s)** (please indicate when you would like the champagne or specialty drink to be served during the reception, WHO will be serving the champagne, and who will making toasts- I understand sometimes toasts can be unexpected which is okay, too):

**Reception Tables** (indicate shape, number of tables, and number of chairs/place settings at each table and include linen choice. specify if there will be a head table or sweetheart table):

**First Dance** (indicate song choice): \_\_\_\_\_

**Father/Daughter Dance** (indicate song choice): \_\_\_\_\_

**Mother/Son Dance** (indicate song choice): \_\_\_\_\_

**Special Dances/Performances:** \_\_\_\_\_

**Cake** (indicate if the cake is served by caterers or help yourself/buffet style):

**Knife and Server** (indicate if you are providing these or if you need to borrow them from the catering staff):

**Cake Topper, etc.** (indicate if this will be set up by baker or if you need assistance):

**Are you saving the top of your cake?** (if yes, then please indicate where you would like the top to be stored on location

**Accommodations for out-of-town guests** (have you made arrangements for out-of-town guests? please list below the hotels/inns/etc. that you have selected for out of guests to stay at. Also, please indicate if you have created out-of-town guest bags for your guests and who is dispersing these and when):

1.

2.

**Vendor Meals** (please let me know if you will be providing meals for vendors so I can work with them to determine the best time for them to eat without interrupting the timeline and how many vendor meals you will need):

**Final Payments:** please have final payments ready in envelopes if you need assistance handing them out to your vendors during the final hours of your wedding reception!!!

**Feel free to add anything that I should know that is not indicated above:**