

## Setup

- Ceremony location: \_\_\_\_\_
- Rain backup
- Arbor Rental
- # of chairs in row 1
- Unity Ceremony Table/Podium
- Memorial/favors/bulletins/DJ/etc

## Reception

- Cocktail Hour Location: \_\_\_\_\_
- Lawn games/outdoor HTS
- Gifts/DJ/Guest Book
- Place Cards/Seating Chart/Memorial/Cake
  
- Stationed Apps/buffet/dessert table/hot beverages/late night snacks

## F&B

- Dinner Floorplan
- Highchairs/boosters/ada space
- Plated dinner: entrée markers
- Bar menu Preferences & Signature Drink Name
- Toasts

## Timeline

- Earliest arrival?
- Dressing room use?
  - Time
- Pre-ceremony photos?
- Ceremony time:
- Cocktail hour time:
- Meal Time:
- Cake Time (if cutting):
- Dessert/Late Night Time:
- End time/off-property/afterparty:

## Other

- Rehearsal Scheduled
- Providing Bus Transportation for Guests?
- Wedding Hashtag?
- Taking Last Name?
- Honeymoon right away?