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## *Wedding & Reception Planning Guide*

**Bride** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
e-mail \_\_\_\_\_

**Groom** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
e-mail \_\_\_\_\_

Wedding Location \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_

Person Presiding \_\_\_\_\_

Reception Location \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Dinner Location \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_

**Check List**

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

Invitations, Response Cards, Reception Cards, Informals:

Style \_\_\_\_\_

Quantity \_\_\_\_\_

Rehearsal Dinner \_\_\_\_\_

Wedding \_\_\_\_\_

Reception \_\_\_\_\_

Florist \_\_\_\_\_

Jeweler \_\_\_\_\_

Caterer \_\_\_\_\_

Bakery \_\_\_\_\_

Photographer \_\_\_\_\_

Music \_\_\_\_\_

Decorations \_\_\_\_\_

Canopy/Tent \_\_\_\_\_

Tuxedos \_\_\_\_\_

Gowns \_\_\_\_\_

Transportation \_\_\_\_\_

Parking \_\_\_\_\_

Gifts \_\_\_\_\_

Favors \_\_\_\_\_

**For Ceremony**

\_\_\_\_\_ Arch \_\_\_\_\_

\_\_\_\_\_ Candelabra \_\_\_\_\_

\_\_\_\_\_ Candles: \_\_\_\_\_

Type \_\_\_\_\_

Color \_\_\_\_\_

\_\_\_\_\_ Aisle Runner: Length \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

**For Rehearsal Dinner**

\_\_\_\_\_ Tables: Size \_\_\_\_\_  
\_\_\_\_\_ Chairs: Style \_\_\_\_\_  
\_\_\_\_\_ Tablecloths: \_\_\_\_\_  
Size \_\_\_\_\_  
Color \_\_\_\_\_  
\_\_\_\_\_ Napkins: Color \_\_\_\_\_  
\_\_\_\_\_ China: Pattern \_\_\_\_\_  
\_\_\_\_\_ Flatware: Pattern \_\_\_\_\_  
\_\_\_\_\_ Glasses: \_\_\_\_\_  
\_\_\_\_\_ Style \_\_\_\_\_  
\_\_\_\_\_ Style \_\_\_\_\_  
\_\_\_\_\_ Style \_\_\_\_\_  
\_\_\_\_\_ Style \_\_\_\_\_  
\_\_\_\_\_ Serving Pieces \_\_\_\_\_  
\_\_\_\_\_ Chaffers: Style \_\_\_\_\_  
\_\_\_\_\_ Decorations \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_

**For Reception, Dinner, Dance**

\_\_\_\_\_ Tent: Size \_\_\_\_\_  
Location \_\_\_\_\_  
\_\_\_\_\_ Bride/Groom Tables: Size \_\_\_\_\_  
\_\_\_\_\_ Buffet Table: Size \_\_\_\_\_  
\_\_\_\_\_ Dinner Tables: Size \_\_\_\_\_  
\_\_\_\_\_ Registration Table: Size \_\_\_\_\_  
\_\_\_\_\_ Gift Table: Size \_\_\_\_\_  
\_\_\_\_\_ Tablecloths \_\_\_\_\_  
Size \_\_\_\_\_  
Color \_\_\_\_\_  
\_\_\_\_\_ Napkins: Color \_\_\_\_\_  
\_\_\_\_\_ Chairs: Style \_\_\_\_\_  
\_\_\_\_\_ China: Pattern \_\_\_\_\_  
\_\_\_\_\_ Flatware \_\_\_\_\_  
\_\_\_\_\_ Glasses \_\_\_\_\_  
Style \_\_\_\_\_  
Style \_\_\_\_\_  
Style \_\_\_\_\_

\_\_\_\_\_ Beverage Fountain \_\_\_\_\_  
\_\_\_\_\_ Punch Bowl \_\_\_\_\_  
\_\_\_\_\_ Coffee Service \_\_\_\_\_  
\_\_\_\_\_ Chaffers: Size \_\_\_\_\_  
\_\_\_\_\_ Trays \_\_\_\_\_  
Size \_\_\_\_\_  
Size \_\_\_\_\_  
\_\_\_\_\_ Candelabra \_\_\_\_\_  
\_\_\_\_\_ Candles \_\_\_\_\_  
Style \_\_\_\_\_  
Color \_\_\_\_\_  
\_\_\_\_\_ Decorations \_\_\_\_\_  
\_\_\_\_\_ Cake Knife/Server \_\_\_\_\_  
\_\_\_\_\_ Serving Pieces \_\_\_\_\_  
\_\_\_\_\_ Dance Floor \_\_\_\_\_  
\_\_\_\_\_ Bar \_\_\_\_\_  
\_\_\_\_\_ Champagne / Punch Fountain \_\_\_\_\_  
\_\_\_\_\_ Margarita Machine \_\_\_\_\_  
\_\_\_\_\_ Bartender \_\_\_\_\_  
Liquid/Mixer \_\_\_\_\_  
Type \_\_\_\_\_  
Amount \_\_\_\_\_  
Type \_\_\_\_\_  
Amount \_\_\_\_\_  
Other \_\_\_\_\_

**Rental Information**

**Rehearsal Dinner** \_\_\_\_\_

Delivery Date \_\_\_\_\_

Delivery Time \_\_\_\_\_

Return Date \_\_\_\_\_

Return Time \_\_\_\_\_

**Wedding**

Delivery Date \_\_\_\_\_

Delivery Time \_\_\_\_\_

Return Date \_\_\_\_\_

Return Time \_\_\_\_\_

**Reception/Dinner/Dance** \_\_\_\_\_

Delivery Date \_\_\_\_\_

Delivery Time \_\_\_\_\_

Return Date \_\_\_\_\_

Return Time \_\_\_\_\_