

Ceremony + Reception Checklist

Item

Person Responsible

Fee for Site Rental

Fee for Musicians

Fee for Officiant

Required Tips (helpers, drivers)

Guest Book and Pen

Shoes if changing

Throw Away Bouquet

Marriage License

Cake Knife and Server / Cake top

Wine Goblets (for ceremony and Reception)

Unity Candles

Gifts & Cards for Bride and Groom

Wedding Programs

Tux Return

Clean up

Wedding Dress & Bouquet