

# *The Wedding Day*

## Ceremony Site

Site: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Officiant: \_\_\_\_\_

Date: \_\_\_\_\_

Ceremony Time: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Premarital Counseling Dates & Times: 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Items to remember to bring to the ceremony site:

All clothing (if getting dressed on site) - gown, hosiery, shoes, veil etc.

All jewelry (bridal accessories, bridesmaids accessories, wedding rings)

Unity candle (and lighter if necessary)

Guest book and pen

Programs or bulletins

Flowers (if not delivered by florist) including corsages, boutonnieres, decorations, bouquets, etc.

Ceremony decorations

Send-off items (birdseed favors, bubbles, doves, butterflies or balloons)

Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## The Reception

Site: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Price: \_\_\_\_\_

Caterer: \_\_\_\_\_

Menu: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beverages: \_\_\_\_\_

\_\_\_\_\_

Caterer will also provide: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Price: \_\_\_\_\_

Special Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Catering Tips

- Sample the food that will be served at your event.
- What's included? Utensils, plates, napkins, serving pieces, delivery and service etc.
- Who will serve the food? Who will clean up?
- Be sure there is enough serving space, electrical outlets and tables available at your location.
- Do you need to rent serving pieces or provide them? What items will need to be returned?
- If you pick up the food, is there refrigerator storage available at your location?
- Will the food be available for the entire reception?
- What will be done with any remaining food?
- Ask someone to oversee the caterers and bring storage containers for any extra food you may want to keep.