



Wedding Reception Checklist

Date of wedding reception _____

Bride & Groom's first and last names _____

Location & time of the wedding ceremony _____

Estimated length of the ceremony _____

Guests arrival time at hotel _____ Bride/Groom arrival time at hotel _____

Number of guests expected for dinner _____ Number of guests expected for reception _____

Hors d'oeuvres? _____ If so, what time to start _____

Dinner selection(s) _____ Time of dinner _____

Wine or Champagne for dinner _____ Place cards for dinner? _____

What indicators will be for each dinner selection _____

Wedding cake served for dessert or later _____

Bakery's name & phone number _____

Announced In? _____ Prayer? _____

Do you need a head table? _____ If so, for how many guests _____

Do you need reserved tables? _____ If so, for how many guests _____

Time of reception/dance _____ Name & phone number of DJ/Band _____

Centerpieces (who's providing) _____ Candleabra's _____

Photographer's name & phone number _____

Florist's name & phone number _____

AV/ Slide show? _____ If so, when? _____

Cash Bar Time _____ Host soda? _____

Host beer time? _____ Permission _____ Reserves _____

Items to be delivered to the Holiday Inn Select prior to event (check all those that apply)

___ Cake knife ___ Card box ___ Toasting glasses ___ Cake/cocktail napkins

___ Guest book/pen ___ Place cards ___ Photo display ___ Favors

___ Seating Chart/ diagram ___ Other (Please explain _____)

Time items to be delivered _____

Name & phone of delivery person _____

