

Wedding Weekend Checklist

Rehearsal Dinner

Location _____
Date _____

Guest Seating

Tables

- Rectangle Square
 Rounds Bistro

Chairs

- Basic Folding
 Arch Fan Back
 Garden Resin
 Ballroom Chivari

Linen Color

- Dining Overlay
 Buffet Napkins

China Pattern

- Chargers BB Plate
 Dinner Plate Dessert Plate
 Salad Plate Cup & Saucer

Flatware Pattern

- Dinner Knife Teaspoon
 Dinner Fork BB Knife
 Salad Fork Dessert Fork

Glassware

- Water Goblet
 Wine Goblet
 Champagne Flute

Bar Service

Bar

- Portable Bar Bar Back
 Acrylic or Leather Bar Façade

Linen Color

- Bar Linen

Barware

- Pilsner Hiball
 Old Fashioned Champagne Flute
 Punch Cup All Purpose Goblet
 Red/White Wine

Service Equipment

- Passing Trays Pitchers
 Punch Bowl Frozen Drink Machine

Food Service (seated)

Service Equipment

- Waiter Trays & Stands
 Prep Tables
 Pitchers
 Coffee Service

Wedding Ceremony

Location _____
Date _____

Ceremony Seating

Chairs

- Blue Folding Chair
 Brown Folding Chair
 White with Chrome Folding Chair
 White Arch Fan Back
 Black Arch Fan Back
 White Garden Resin
 Black Garden Resin
 White Ballroom Chivari
 Silver Ballroom Chivari
 Gold Ballroom Chivari
 Mahogany Ballroom Chivari

Chair Accessories

- Chivari Cushions
 Sashes

Services

- Delivery and Pickup
 Setup and Breakdown

Decorations

- Arch
 Columns
 Colonnade
 Candelabras
 Unity Candle
 Kneeling Benches
 Candle Lighters
 Lattice or Screen Dividers
 Aisle Marker
 Aisle Runner
 Guest Book Registry

Wedding Reception

Location _____
Date _____

Guest Seating

Tables

- Rectangle Square
 Rounds Bistro

Chairs

- Basic Folding
 Arch Fan Back
 Garden Resin
 Ballroom Chivari

Linen Color

- Dining Overlay
 Buffet Napkins

China Pattern

- Chargers BB Plate
 Dinner Plate Dessert Plate
 Salad Plate Cup & Saucer

Flatware Pattern

- Dinner Knife Teaspoon
 Dinner Fork BB Knife
 Salad Fork Dessert Fork

Glassware

- Water Goblet
 Wine Goblet
 Champagne Flute

Bar Service

Bar

- Portable Bar Bar Back
 Acrylic or Leather Bar Façade

Linen

- Bar Linen

Barware

- Pilsner Hiball
 Old Fashioned Champagne Flute
 Punch Cup All Purpose Goblet
 Red/White Wine

Service Equipment

- Passing Trays Pitchers
 Punch Bowl Frozen Drink Machine

Food Service (buffet)

Buffet Tables

- Rectangle Square
 Rounds Serpentine

Linen Color

- Tablecloths

Serving Pieces

- Trays Bowls
 Chafing Dishes Utensils

Cake Service

- Cake Stand Knife/Server
 Plates/Forks Coffee Service
 Waiter Trays Napkins



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