

## PARTIES/CELEBRATIONS

### WEDDING RECEPTION CHECKLIST

- Location of reception chosen and reservations made (back-up location if outdoor reception is planned)
- Deposits paid
- Music and musicians chosen and ordered
- Seating chart at reception determined
- Caterer chosen
- Maid of Honor and Best Man speeches approved
- Servers/cooks/custodian/bartenders chosen and given directions
- Menu/food/drink determined
- Flowers ordered
  - Throw away bridal bouquet
  - Table centerpieces
- Permits obtained if location of reception requires
- Place settings (dishes, glasses, cups, utensils, etc.)
- Decorations determined and obtained
- Gift table set up
- Gifts collected and taken to a determined location
- Coat check facility obtained
- Toasting glasses purchased
- Toasting champagne or drink determined and purchased
- Guest book and pen provided
- Security determined if applicable
- Music and musicians chosen and hired
- Songs or music for reception and dancing chosen
- Sound system ordered
- Cake(s) wedding and groom ordered
- Cake knife obtained
- Cake topper (if not previously given to baker) ordered and provided
- Transportation determined (Limo)
- Parking designated or parking attendants
- Tables, chairs and linens ordered
- Tent ordered if applicable
- Guest favors purchased
- Security determined if applicable
- Decorations ordered
- Guest Book and pen provided
- Child care provided if applicable
- Photographer/Videographer hired
  - Photo permit obtained if required
- Final payments and gratuities paid
  
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