



Bride & Groom \_\_\_\_\_  
 Wedding Date \_\_\_\_\_  
 Meeting Date \_\_\_\_\_

## The Reception

Venue \_\_\_\_\_

Venue Co-ordinator \_\_\_\_\_

Style & Colour Palette \_\_\_\_\_

	set-up	pack-up
Timing	guests	bridal party
	arriving	arriving
Bridal Party	bridesmaids	groomsmen
Guests	No.	No. Tables

Type of tables \_\_\_\_\_

Type of chairs \_\_\_\_\_

DIY items \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Detailed Set-up \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> cake table            | <input type="checkbox"/> seating chart   | <input type="checkbox"/> Mr & Mrs Sign      | <input type="checkbox"/> self-tie covers (b/w) | <input type="checkbox"/> fresh flowers |
| <input type="checkbox"/> gift table            | <input type="checkbox"/> wishing well    | <input type="checkbox"/> organza sash       | <input type="checkbox"/> pipee covers (white)  | <input type="checkbox"/> signage       |
| <input type="checkbox"/> bridal table          | <input type="checkbox"/> tree stump well | <input type="checkbox"/> satin sash         | <input type="checkbox"/> ceiling decor         | <input type="checkbox"/> name cards    |
| <input type="checkbox"/> bridal table backdrop | <input type="checkbox"/> bird cage well  | <input type="checkbox"/> lycra covers (b/w) | <input type="checkbox"/> candy buffet          | <input type="checkbox"/>               |

## Other Vendors

Photographer \_\_\_\_\_

DJ \_\_\_\_\_

Celebrant \_\_\_\_\_

Florist \_\_\_\_\_ flowers \_\_\_\_\_