

Wedding Checklist

Decorating

Wedding colors: _____

Who will be decorating? _____

Preferred time to decorate: _____

Special requirements: _____

Who's responsible for removal of the décor? _____

Are there candles to light? Yes No

Head Table, Table Set Up

Head table on risers? Yes No Number at head table: _____

How many reserved tables? _____

Table Numbers Will provide own signs Use Scheman's signs

Photographs

Before Ceremony Yes No

After Ceremony Yes No

Ceremony

Time _____ Length _____ Location _____

Receiving Line Dismissed by pew Outside church At Scheman

Expected Arrival at Reception

Host & Hostess _____ First Guests _____ Bride & Groom _____

Welcome, Prayer, Thank You

Welcome by _____

Prayer by _____

Thank you by _____

Florist/Decorator

Name: _____ Phone: _____

Set-Up Time: _____

Special Requirements: _____

DJ

Name _____ Phone _____

Set-Up Time _____

DJ to provide background music Yes No

Special Requirements _____

Punch, Coffee Stations

A la carte or part of package _____

Flavor of punch _____

Will someone pour punch? Yes No Who: _____

Cake

Made by: _____ Phone: _____

Set-Up Time: _____

Directions for cutting cake: _____

Who will be cutting? _____ Sheet or tiered _____

What to cut first: _____ All one kind? _____

Save top tier of cake? Yes No

Will you be:

Using our cake knife Yes No

Providing Homemade Mints Yes No

Using our containers Yes No

Do mints need to be refrigerated? Yes No

Placement of homemade mints: _____

Who is providing containers for extra cake? _____

Bar Services

Type(s) of Bar Service: Hosted Bar Cash Bar Ticket Bar

Full Service Bar: _____

Limited Bar Service: _____

Timing: _____

Hosted Keg? Yes No

Keg Brand: _____ Number of kegs on reserve: _____

Time of Toast: _____ Time of Last Call: _____

Bar Contact: _____

Notes: _____

Food Service

Food Menu: _____

Hors d'oeuvres: _____

What time would you like food available? _____

Will hosts usher guests through buffet? Yes No

Notes: _____
