

VINE + BRANCH

E V E N T S

DECOR SET UP CHECKLIST

Please check off any of the items you plan to provide for set up and provide any special directions.

CEREMONY

- ☐ Marriage License (after the ceremony, officiant is required to take license) ! Card Holder (Box, Birdcage, Suitcase, etc.)
- ☐ Reserved signs for ceremony?
- ☐ Aisle block? (Ribbon, sign, etc.)
- ☐ Guestbook // Pens (or other sign in item)
- ☐ Programs (how should they be set up and passed out?) ! Flower girl basket, how many?
- ☐ Ring bearer pillow, how many?
- ☐ Umbrellas? Parasols? Shawls? Blankets?
- ☐ Unity Candle // Sand Ceremony // Wine Box Ceremony

RECEPTION

- ☐ Toasting Glasses
- ☐ Cake Knife and Server
- ☐ Cake Forks
- ☐ Escort Cards (these are placed out by cocktail hour and dictate your table)
- ☐ Seating Assignment Frame/Easel/Board
- ☐ Place Cards (these are placed at each table setting and dictate where people sit at their table)
- ☐ Kids activity packs (along with a list of the names and which tables they go to)
- ☐ Menus
- ☐ Favors (what are they and how are they being set up?)
- ☐ Table Numbers/Names
- ☐ Bar Menu
- ☐ Specialty Drink Sign
- ☐ Cocktail napkins
- ☐ Extra décor for reception goes here

MISCELLANEOUS

- ☐ *Please remember your invitation suite for the photographer
- ☐ *Outstanding vendor payments and/or gratuities*
- ☐ *Extra décor goes here*

ADDITIONAL QUESTIONS

Who is delivering the décor?

Who is tearing down if not vendors?