

Wedding Checklist

We want to make your special day perfect. Please provide as much information as possible on this outline, including contact names and numbers for yourself and your vendors.

_____	_____
Bride name	Phone
_____	_____
Groom name	Phone
_____	_____
Back-up contact	Phone
_____	_____
Back-up contact	Phone
_____	_____
Estimated number of guests	Colors

Vendors

_____	_____
Cake (vendor name/contact name)	Phone
_____	_____
Music (vendor name/contact name)	Phone
_____	_____
Photographer (vendor name/contact name)	Phone
_____	_____
Florist (vendor name/contact name)	Phone
_____	_____
Wedding Planner (vendor name/contact name)	Phone

Please indicate if you will be providing the following items

Cake Cutter/Server	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bride/Groom Toasting Glasses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Card Box	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Guest Book	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Favors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In-room gifts for overnight guests	<input type="checkbox"/> Yes	<input type="checkbox"/> No



Special set-up instructions

- Reserved Seating Yes No
- Place Cards Yes No
- Meridian’s Table Numbers Yes No
- Room Décor
 - Chair Covers Yes No
 - Centerpieces Yes No
 - Special Table Linens Yes No
- Traditional Head Table Yes No
- Traditional Head Table on Riser Yes No
- How Many at Head table _____
- All Round Tables Yes No
- Cookie Table Yes No
- Gift Table Yes No
- High Top Cocktail Tables Yes No

Schedule of events

Ceremony location/time _____

Guest arrival at Meridian Conference Center _____ Bride and Groom arrival at Meridian Conference Center _____

Introduction of Bridal Party and Bride & Groom _____ Blessing _____ Toast _____

Time Dinner Served _____ Cake Cutting _____ Conclusion of Event _____

Post-event specifics

Guest Brunch _____ Time _____

Transportation

Airport transportation _____

Shuttle from ceremony to reception _____

We are excited to make your wedding day special at the Meridian Conference Center

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