

# Details Checklist



## Invitation Suite List

- Save The Date
- Invite (Actual wedding info)
- RSVP Card
- Itinerary detail Card (for destination)
- Envelope / Envelope Liner
- Belly Band/ Wax Seal (Optional decor)

## Wedding Day Printed Details

- Menu
- Ceremony Programs
- Bar Signs/Signature
- Cocktail Signs
- Escort Cards
- Table Numbers
- Welcome Sign
- Ceremony Signs

## Lighting

- Up Lighting
- Pin Spot Lighting
- Bistro hung lights
- Hallway/ Path
- Lighting
- Band/ DJ Lighting
- Candles for all tables
- Cold Sparklers

## Ceremony Parts

(Non-religious)

- Processional (asking in)  
- Wedding Party and couple
- Minister opening
- Readings or special moments
- Exchange of vows
- Exchange of rings
- Declaration of Marriage
- Couple Kiss
- Precessional

## Reception/ Cocktail Hour

- Cake Stand/ Cake cutting Knives
- Champagne flutes
- Card Box
- Guest Book
- Personalized Napkins
- Pictures of loved ones not present
- Cake toppers
- Dessert Table Decor
- Bathroom kits/ Baskets
- Sanitation/mosquito station
- Sweet Heart Table Items
- Unity Props for the ceremony

## Candle Decor

- Taper** (Tall skinny Candles)
- Votive** (short mood candles)
- Pillar** (With Hurricane)
- Thick candles** (comes in many sizes)
- Tea Lights** (Tiny Candles that go inside something to illuminate Lantern)

## Table Scape

- Flatware**
- Charger**
- Table linen**
- Napkin Linen**
- Chair cushion**
- Water Glass**
- Wine Glass**
- Centerpiece**
- First-course plate**
- Second Course Plate**
- Candles**
- Favors**

## Specialty Vendors

- Cocktail Hour Music**
- Ceremony Music**
- Photo booth**
- Spirit Specials**
- Novelty Vendors**  
(Cigars, Champagne lady, etc.)
- Food Truck/ Late night Snacks**
- After Party**
- Lounge Furniture**
- Dance Floor decor**  
(Ex Wrapping floor)
- Sparkler Exit**
- Dance Floor draping**
- Dance Floor Hangs**  
(Ex Large wreath)
- Canons**

## Hotel Welcome Bags

- Water**
- Snack**
- Candy**
- Weekend Itinerary**
- First aid**
- Something fun**