

**Historic Pinecrest
Event Center Walk Through Checklist**

Today's Date _____
Date of Event _____
Event Time Frame: From _____ To _____ Ceremony Time _____
Rehearsal: Date _____ Time _____

Bride's Name _____ Groom's Name _____
Best Phone Number _____ Best Phone Number _____
Bride's Parents _____ Groom's Parents _____

Table Cloth Color _____
Overlay Color _____
Napkin Color _____
Chair Covers: Yes or No By _____
Arrival Time _____
Final Head Count _____
Minus Number at Head Table _____
Number of Rounds on Floor _____
Number of Reserved Tables _____
Seating Chart # of chairs/table _____

Bar Package: Yes or No _____
Bartender _____
Keg Beer ___ Bottled Beer ___ Wine ___
Champagne _____
Mixed Drinks _____
Alcohol Delivered by _____
Lbs of Ice _____

Vendors

Caterer _____
Arrival Time _____
Who will release tables _____
Beverages Provided _____
Notes _____

Florist _____
Chapel Arrival Time _____ EC Arrival Time _____
Cake _____
Delivery Time _____ Keep top tier: Yes/No _____
Notes _____

DJ _____
Arrival Time _____

Wedding Coordinator/Point Person _____

Photographer _____
Arrival Time _____

Phone number _____

Videographer _____
Arrival Time _____

Brief description of centerpieces

Photo Booth _____
Arrival Time _____

Send Off: Time _____
