

PINECREST

WALK THROUGH CHECKLIST

Today's Date: _____

Pinecrest Representative: _____

Date of Event: _____

Time of Event: From: _____

To: _____

Ceremony: _____

Bride's Name: _____

Groom's Name: _____

Bride's Phone: _____

Groom's Phone: _____

Bride's Parents: _____

Groom's Parents: _____

Parent's Phone: _____

Parent's Phone: _____

Set-up

Final Head Count: _____

Minus Number @ Head Table: _____

= Number of Rounds: _____ (_____ Guests per Table)

High chairs: _____

Table Cloth Color: _____

Table Displays: _____

Overlay Color: _____

Napkin Color: _____

Number of Reserved Tables: _____

Chair Covers? _____

Notes: _____

Color (Cover, Bow) _____

Provided By: _____

Key for Lodge Elevator?: _____

Guest Favors: _____

Cake & Catering & Bartender

Cake: _____

Florist: _____

Caterer: _____

Notes: _____

Beverages (Soda, Punch): _____

Alcohol: YES or NO ? Keg Beer _____, Bottled Beer _____,

Wine _____, Champagne _____, Mixed Drinks _____

Alcohol Delivery By: _____

lbs of ICE: _____ Bartender: _____

Transportation

DJ & Photography

Limousine Company: _____

Chapel Soundboard: _____

Horse & Carriage: _____

DJ: _____

Photographer: _____

Time Line

Arrival

Pre-Photos

Ceremony

Post - Ceremony Photos

Introduction - Entire Wedding Party

Introduction - Bride & Groom

Dinner - B & G served or Go thru Line

Toast - B & G Glasses _____

Cake - B & G Knife & _____

First Dance

Special Dances _____

Bouquet Toss

Garter Toss