

**Event Posting:**

Date:

On-Site Contact:

Function:

Room:

Number of Guests:

**Agenda/Timeline:**

<b>Ceremony Time &amp; Location:</b>	
<b>Guest Arrival Time:</b>	
<b>Guests to be Seated:</b>	
<b>Grand Entrance:</b>	
<b>Dinner Service:</b>	
<b>Speeches (how many &amp; timing):</b>	
<b>Cake Cutting:</b>	
<b>First Dance:</b>	
<b>Bouquet/Garter Toss:</b>	
<b>Late Night Food:</b>	

**Food & Beverage:**

<b>Reception:</b>	
<b>Dinner:</b>	<b>1<sup>st</sup> Course:</b>
	<b>2<sup>nd</sup> Course:</b>
	<b>Main Course:</b>
	<b>Dessert:</b>
	<b>Added Course:</b>
	<b>Added Course:</b>
<b>Wine:</b>	
<b>Late Night Buffet:</b>	
<b>Bar:</b>	

<b>Vendor Meals (DJ/Photographer/Videographer):</b>
<b>Special Meals/Allergies:</b>
<b>Notes:</b>

**Set Up:**

<b>Style of set-up:</b>	
<b>Table numbers &amp; stands:</b>	
<b>Linens/napkin fold:</b>	
<b>Dance floor:</b>	
<b>Head table:</b>	
<b>Easel (seating chart):</b>	
<b>Podium:</b>	
<b>Gift table:</b>	
<b>Favour table:</b>	
<b>Cake table:</b>	
<b>AV needs:</b>	
<b>Décor:</b>	

**Vendors:**

<b>Vendor</b>	<b>Contact Name</b>	<b>Phone Number</b>
<b>Wedding Planner:</b>		
<b>Decorator:</b>		
<b>DJ Service:</b>		
<b>Additional AV:</b>		
<b>Entertainment:</b>		
<b>Emcee:</b>		
<b>Baker:</b>		
<b>Photographer/Videographer:</b>		
<b>Ceremony Venue:</b>		

**Notes:**
