

THE FOLLOWING ITEMS SHOULD BE BROUGHT WITH YOU AT THE TIME OF YOUR FINAL APPOINTMENT WHICH IS SCHEDULED FOR _____ AT _____ O'CLOCK, (please schedule time when calling in your final count).

DETAIL CHECK LIST

Name: _____ **Day:** _____ **Date:** _____

_____ Seating Chart: _____

_____ Seating Cards: (In Alphabetical Order by last name) _____

_____ Guest List: (In Alphabetical Order) _____

_____ Intro Sheet: _____

_____ Final Payment (Bank Check, Certified Check or Cash) _____

_____ Favors: _____

_____ Champagne Glasses: _____

_____ Cake Topper: _____

_____ Cake Server/Cake Cutter: _____

_____ Guest Book & Pen/Signing Picture _____

_____ Hospitality Baskets: _____

_____ Camera's: (Unwrapped & Ready for Use) _____

_____ Money Bag/Money Box: _____

_____ Ceremony & Procession Sheets: _____

_____ Unity Candles: _____

_____ Runner: _____

_____ Special Framed Photos: _____

_____ Votive Candles: _____

_____ Personalized Napkins: _____

_____ Misc: _____

ALL ABOVE ITEMS SHOULD BE BOXED WITH NAMES & DATE OF WEDDING CLEARLY MARKED ON EACH BOX. PLEASE INDICATE ANY ITEMS REQUIRING REFRIGERATION. PLEASE DESIGNATE SOMEONE TO BE RESPONSIBLE FOR BRINGING ANY ITEMS OF EXTREME VALUE THE DAY OF FOR THEM TO SET UP AND TO REPACK FOR YOU AND TAKE BACK WITH THEM.

Signed in by: _____

Placed in : _____