

CEREMONY & RECEPTION CHECKLIST

A checklist that will help you determine what items you may need to purchase for your wedding

Go to www.od.masterpiecestudios.com and click on "Quite Personally" to order all of your wedding accessory needs.

Rehearsal dinner

- The facility*
- The caterer*
- The menu*
- Decorations*
- Bar, bartender and liquor*
- Toasting glasses*
- Flower arrangements*
- Gifts for each other*
- Gifts for attendants*

Ceremony

- Blood test and license*
- Signage for outside*
- Sound system*
- Candelabras and related decorations*
- Floral arrangements and greenery*
- Flower girl basket*
- Ring bearer pillow or bells*
- Ring box*
- Marriage certificate*
- Wedding card holder*
- Gift table*
- Jewelry and accessories for the bridal party*
- Pew draping and/or pew bows*
- Aisle runner and runner handle*
- Photographer and/or videographer*
- Transportation*
- Gratuities*
- Officiator*
- Guest book and pen*
- Guest book table & skirt*
- Chairs*
- Music*

- Unity candles & stand*
- Dripless candles*
- Pedestals*
- Bridal portraits and display stand*
- Floral arrangements*

- Something for guests to toss as you leave the ceremony site (birdseed, lavender blossoms, wedding rice, etc.) or bubbles to blow*

Reception

- The site*
- Dance floor*
- Chairs*
- Silverware*
- Nut & mint dishes*
- Beverage pitchers*
- Glassware*
- Caterer and menu*
- Tables and covers*
- Plates – cups*
- Napkins for dinner and desert - imprinted*
- Nuts and mints*
- Toasting glasses*
- Bar and bartender*
- Wedding cake and groom's cake*
- Cake knife and server set - imprinted*
- Punch and punch bowls*
- Decorations and floral arrangements*
- Party favors*
- Gratuities*
- Bar setups and liquor*
- Wedding cake top and flowers*
- Ice*
- Centerpieces*
- Garters – one for wearing, one for tossing*
- Place cards and holders*
- Disposable cameras*
- Music*
- Transportation*
- Bubbles/petals/wedding rice/birdseed/lavender blossoms, etc.*

Floral

- Bride's bouquet*
- Bridesmaids' bouquets*
- Flower girls flowers or basket*
- Headpieces*
- Throw away bouquet*
- Corsages*
- Boutonnieres*

Stationery

- Engagement announcements*
- Invitations*
- Reception cards rehearsal invitations*
- Response cards*
- Thank you cards*
- Place cards*
- Informal invitations*
- Return address printed envelopes*
- Inner envelopes*
- Personalized note pads*
- Marriage certificate*
- Programs*

For gratitude

- Gratuity envelopes*
- Thank you notes*

Gift-giving ideas

- *Your future spouse – husband (pocket watch, engraved frame, man's jewelry box); wife (jewelry box, jewelry set, embroidered throw, engraved frame, compact)*
- *Mother of bride (mother of the bride book, jewelry box, mother's candle, mother's handkerchief set, compact)*
- *Mother of groom (jewelry box, mother's candle, mother's handkerchief set, compact)*
- *Father of bride (father's frame, father's handkerchief set, cigar case, pocket watch, alarm clock)*
- *Father of groom (father's handkerchief set, cigar case, pocket watch, alarm clock)*
- *Maid/matron of honor (engraved frame, jewelry set, clock and photo frame, photo album, address book)*
- *Best Man (pilsner mug, money clip, cuff links, men's jewelry box, tankard)*

- *Bridal Attendants (jewelry, engraved frame, compact, lipstick case, thank you bookmark, bridesmaid photo mat)*
- *Groomsmen (shot glass, shaving kit, frosted glass, knife, mug)*
- *Ushers (knife, can cooler, shot glasses)*
- *Flower Girl (mini mug, flower girl t-shirt, piggy bank, snow globe, charm bracelet, tiara, jewelry box, flower girl book, finger puppet fun pack)*
- *Ring Bearer (yo-yo, mini mug, ring bearer t-shirt, piggy bank, snow globe, ice cream bowl, ring bearer book, finger puppet fun pack)*
- *Soloist (luggage tag, bookmark, business card case, CD case)*
- *Instrumentalist (luggage tag, bookmark, business card case, CD case)*
- *Officiant (pen set, luggage tag)*
- *Readers (bookmark, note holder)*
- *Grandparents (engraved frame, grandparents' handkerchief set, coaster set)*
- *Other Special People*