



Instructions

This wedding inventory sheet is what I use to make sure everything is set up correctly on the wedding day! It's also a great way for you to organize everything that you are bringing in & make sure you haven't forgotten anything. I will breakdown the wedding day by 3 categories: ceremony, cocktail hour, and reception. Under each location you will write out what you are bringing and where it needs to be placed. Please be extremely detailed! You can look at the example below:

CEREMONY:

Ceremony Chairs - rental company

Welcome Sign (to be placed before the aisle)- White Ink Calligraphy

Pew Markers (to be placed on every other pew)- I'm bringing

Welcome Table (to be placed in the foyer) - rental company

Black Linen (to go on welcome table) - rental company

Guest book (to go on welcome table)- I'm bringing

etc...

CEREMONY:

- copper Easel & acrylic welcome sign (with gold writing to go when guests walk into side veranda that we discussed)
- 3 tall glass cylinders w floating candles (16", 14", 12") the large cylinder floating candles will go by welcome sign & then moved in front of sweetheart table (florist knows details)
- please sign our guest book acrylic sign (guest book table)
- white "Cards" box (guest book table)
- guest book (guest book table)
- picture of me and Conner with gold frame (guest book table)
- wedding invitation in box with small votives and table #'s is for Kate the photographer To photograph

COCKTAIL HOUR:

- Gold round Balloon Arch With photo booth (we discussed where this will be set up against the wall) YOU HAVE THIS (Planner)
- I have 36 gold votive candles - some can be placed on the small tables outside but others for the dinner tables at reception / the bar (florist has design details)
- black Easel & photo of me and Conner. Can be set up by stairs or anywhere you think looks good!
- custom cocktails drink acrylic sign on bar
- alpha lit letters (D<3C) to be placed in grass by bridge as discussed.
- flip flops and baskets For dance floor. Not sure where this will be best set up? T here's a white crate to put one of them on for aesthetics

RECEPTION:

Florist has all details for table design

What I am bringing:

- 4 sets of 3 glass cylinders (boxed) on tables
- bridal bouquets will go on 8 tables, remainder bouquet can go on cake table or wherever looks best! I trust y'all!
- * florist moving tall modern flower holders from ceremony to behind sweetheart table
- table #'s acrylic and gold for each table
- sparkler send off
- thank you cards to our guests to put on each plate, white 3x9
- white square plastic cake plates and gold forks. Bride & Groom will have regular plates provided by vendor for their cake cutting photos