

Final Wedding Checklist

Uptown Indigo
(704) 689-8725
112 N. Lafayette St.
Shelby, NC 28150

Tableware(who's bringing what)

- Linens
- Glasses or plastic
- Napkins(Linen or paper)
- Plates(plastic, ceramic, or glass)
 - Appetizers?
 - Dinner?
 - Cake?
- Chaffers
- Who is responsible for dishes?

Guest Count

Table Counts

- Dining(Assigned seating or reserved?)
- Buffet
- Dessert
- Cake
- Unity/Sand
- Appetizer
- Prop
- Favor
- Gift(Where to store gifts during event)

Floor Arrangement Bar

- What percentage do you think are active drinkers and how much do they drink?
- Drink Choices
- Speciality Cocktails?
- Bar Tenders
- Sodas?

Wedding Coordinator

- Point person(Corralling?)
- Check-in
- Announcing(MC?)
- Ushers
- Rehearsal time
- Day-of-Itinerary (Cocktail hour, cake cutting, bouquet toss, sparkler exit, toasts, etc.)
- Flip?

Vendors

- Catering(Plated or buffet?)
- DJ(Does he have itinerary?)
- Floral
- Cake
- Photographer/Videographer
- Arrival time of each
- Will vendors be paid before hand?

Clean-up

- Who's staying behind
- Requirements for vendors clean-up

Miscellaneous Needs

- Groom/Bridesroom
- Security
- Add-ons
- Wedding license ready to go!

Current Balance/Payment