

WEDDING And RECEPTION PLANNER



ALL IN ONE PARTY

**Rentals & Sales
5445 Broadway
Merrillville, IN**

Ph: 219-887-9644

YOU'RE GETTING MARRIED...

Congratulations! Early and complete
planning will make your day
Memorable and Enjoyable.

CHECK LIST

- Number of Guests _____
- Invitations, Response Cards,
Reception card, Informals:
Style _____
Quantity _____
- Rehearsal Dinner _____
- Wedding _____
- Reception _____
- Florist _____
- Jeweler _____
- Caterer _____
- Bakery _____
- Photographer _____
- Music _____
- Decorations _____
- Canopy/Tent _____
- Tuxedos _____
- Gowns _____
- Transportation _____
- Parking _____
- Gifts _____
- Favors _____

CEREMONEY APPOINTMENTS

- Arch: _____
- Candelabra: _____
- Candles:
Type _____ Color _____
- Aisle Runner: Length _____
- Other: _____
- _____

REHEARSAL DINNER

- Tables: Size _____
- Chairs: Style _____
- Tablecloths:
Size _____ Color _____
- Napkins: Color _____
- China: Pattern _____
- Flatware: Pattern _____
- Glasses: Style _____
Style _____
- Style _____
- Serving Pieces _____
- Chafers: Style _____
- Decorations _____
- Other: _____
- _____

RECEPTION, DINNER, DANCE

- Tent: Size _____
Location: _____

- Bride/Groom Tables: Size
- Buffet Table: Size
- Dinner Tables:
Size
- Registration Table: Size
- Gift Table: Size
- Tablecloth
Size Color
- Napkins: Color
- Chairs: Style
- Flatware:
- Glasses: Style
Style
Style
- Beverage Fountain
- Punch Bowl
- Coffee Service
- Chafer: Size
- Trays: Size
Size
- Candelabra
- Candles
Style Color
- Decorations
- Cake Knife/Server
- Cake Fountain
- Serving Pieces
- Dance Floor

- Bar
- Bartender
- Liquid/Mixer
Type Amount
Type Amount
- Other:
-

RENTAL INFORMATION

- Rehearsal Dinner
Delivery Date
Delivery Time
Return Date
Return Time
- Wedding
Delivery Date
Delivery Time
Return Date
Return Time
- Reception/Dinner/Dance
Delivery Date
Delivery Time
Return Date
Return Time:

Bride
Address
Phone

Groom
Address
Phone
Wedding Location

Date Time

Rehearsal Dinner Location

Date Time