

## **CEREMONY & RECEPTION CHECKLIST**

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

*Go to [www.om.masterpiecestudios.com](http://www.om.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*