



Bringing your events to life.

Name _____

Date: _____

Event Checklist

Celebration

- ☐ Welcome
- ☐ Tables
- ☐ Chairs
- ☐ Linens
- ☐ Lighting
- ☐ Photo experience
- ☐ Reserved seating signs
- ☐ Signs
- ☐ Centerpieces
- ☐ Table runner
- ☐ Table lighting/candles
- ☐ Table decor
- ☐ Flowers
- ☐ Table numbers

Gift Table

- ☐ Table
- ☐ Decor
- ☐ Signs
- ☐ Card Holder & sign

Notes:

Guest Book

- ☐ Furniture/Table
Decor
- ☐ Signs

Food/Drinks

- ☐ Tables
- ☐ Linens
- ☐ Menu
- ☐ Plates & cups
- ☐ Napkins
- ☐ Utensils
- ☐ Drink station
 - containers
 - furniture/table
 - signs

Cake/Dessert Table

- ☐ Furniture/Table
- ☐ Cake stand
- ☐ Cake topper
- ☐ Serving Set
- ☐ Decor
- ☐ Signs