

Microsoft Excel - Wedding_Checklist.xls

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WEDDING CHECKLIST							
Provided by http://blog.WeddingGuidance.com							
4	DONE	ITEM	DONE	ITEM	COORDINATION ITEMS	NAME	PHONE #
5		CRITICAL FIRST ITEMS		FOR THE RECEPTION	CRITICAL CONTACT INFO		
6		Establish Budget		Guest Book & Pen	Accommodations		
7		Location for Ceremony		Champagne Goblets/Flutes Cake Tops	Baker		
8		Location for Reception		Cake Server Set	Bartender		
9		Arrange for Caterer		Garters	Best Man		
10		Arrange for Music		Bridal Purses	Calligrapher		
11		Arrange for Officiant		Heart Shaped Mirrors	Caterer		
12		Select Bride's Maids/Attendants		Table Covers	Ceremony Location		
13		Buy Wedding Gown		Table Bouquet Centerpiece	Decorator		
14		Buy Mother of the Bride Dress		Wedding Favors	Dress Maker/Tailor		
15		Rent/Buy Tuxedos/Suits		Bells	Florist		
16				Ribbons & Balloons	Flower Girl		
17		STATIONERY		Decorations	Limo Driver		
18		Envelope Seals			Maid of honor		
19		Invitations		FOR THE CEREMONY	Musicians/Soloist/DJ		
20		Location Map		Wedding Bands	Officiant		
21		Menu		Wedding Vows	Photographer		
22		Place Cards		Gifts for Kids	Reception Hall		
23		Printed Napkins		Unity Candles	Ring Bearer		
24		Program		Other Ceremonial Candles	Travel Agent		
25		Reply Cards		Candle Holders	Videographer		
26		Save the Day		Flower Girl Basket	Wedding Attendants		
27		Stamps		Ring Bearer Pillow	Wedding Coordinator		
28		Thank You Cards		Guest Books	Other(s)		
29				Pens			
30		FLORALS		Flowers			
31		Bride's Bouquet		Aisle Runner	MUSIC		
32		Maid of Honor Bouquet		Pew Ribbons	Musicians/Soloist/DJ		

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