

Microsoft Excel - Wedding_Checklist.xls

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A4 DONE

WEDDING CHECKLIST
 Provided by <http://blog.WeddingGuidance.com>

4	DONE	ITEM	DONE	ITEM	COORDINATION ITEMS	NAME	PHONE #	FINAL COORDINATION DATE
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			
33		Flower Girl Basket		Religious Items	Prelude			

Wedding Checklist

Ready