



EVENT CHECKLIST

to pack and bring

EVENT: **HANDBASTING**

EVENT DATE _____

- CEREMONY DECORATIONS
- RITUAL TOOLS/ELEMENTS
- CEREMONY ATTIRE / ACCESSORIES
- CHANGE OF CLOTHES
- VENDOR PHONE NUMBERS
- VENDOR CONFIRMS AND CONTRACTS
- RINGS AND HANDBASTING CORD
- MARRIAGE LICENSE
- VOWS/READINGS/MUSIC
- PAYMENTS /TIPS FOR VENDORS
- INNER CIRCLE PHONE NUMBERS
- GUEST REGISTRY AND PEN
- FAVORS FOR GUEST
- GIFTS FOR INNER CIRCLE
- GROOMING / TOUCHUP KIT/MAKEUP
- PROGRAMS
- RECEPTION ITEMS: MENUS/PLACECARDS
- TOASTING FLUTES
- CAKE KNIFE AND SERVER
- CENTERPIECES
- RECEPTION DECORATIONS

TIME _____

PLACE _____

OFFICIANT _____

NOTES:

