



# EVENT CHECKLIST

EVENT: **REHEARSAL DINNER**

EVENT DATE \_\_\_\_\_

- BUDGET SET
- INVITATIONS ORDERED
- INVITATIONS SENT
- RESTAURANT BOOKED
- MENU CHOSEN
- ENTERTAINMENT / DJ CONTRACT
- ORDER OF EVENTS DETERMINED
- OFFICIANT AVAILABILITY CONFIRMED
- ORDER OF EVENTS DETERMINED
- RITUALS PLANNED
- TOASTS/ SPEECHES PLANNED
- TRANSPORTATION TO VENUE
- VENUE CONFIRMED AVAILABLE FOR REHEARSAL
- ATTIRE SELECTED
- BABY SITTERS BOOKED
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

TIME \_\_\_\_\_

PLACE \_\_\_\_\_

HOST \_\_\_\_\_

NOTES:

