



VENUE DECOR CHECKLIST

CEREMONY

- AISLE BACKDROP
- AISLE DRESSING
- CHAIR DRAPES
- REGISTRAR TABLE
- PEW ENDS
- WELCOME SIGN
- CARD BOX/GIFT TABLE
- ORDER OF THE DAY
- UNPLUGGED SIGNAGE
- PICK A SEAT SIGNAGE

OTHER

- ENTRANCE DRESSINGS
- SPARKLER SEND OFF
- LOUNGE AREAS
- BATHROOM BASKETS
- ADDITIONAL LIGHTING

TABLES

- TABLE RUNNERS
- PLACEMATS
- CHARGER PLATES
- NAPKINS
- PLACE NAMES
- TABLE NUMBERS
- CENTREPIECES

RECEPTION

- SEATING PLAN
- TABLE CENTREPIECES
- GUESTBOOK TABLE
- CEILING/BEAM DRESSING
- PHOTOBOOTH
- LAWN GAMES
- BAR/DRINKS SIGNAGE

NOTES: