



## *The Hot List*

# Wedding Reception Checklist

Below are many questions and/or requests about or for information or items which are “last minute” which are crucially important for us to have in order to perform our service and make your wedding day as stress-free as possible for you, your bridal party, your family, your guests and your service providers. The items we’ve requested should be placed in this folder and given to us no later than the rehearsal. Thanks in advance for taking the time to review this. Sharon Gentry, director of sales, 727-797-6300, extension 502; email: [sales@hiexc Clearwater.com](mailto:sales@hiexc Clearwater.com).

### **Ceremony Items**

Any items that will be utilized at the ceremony (guest book and pen, programs, unity candle, etc. etc) should be organized into bag or box, labeled with the contents and given to us at the rehearsal. If you have your own unity candle and tapers, please give us the name of the person who will bring it to the reception for us to include with your other personal items.

Name of individual responsible \_\_\_\_\_; Not applicable \_\_\_\_\_

### **Ceremony Seating Arrangements**

By now you have determined who is to sit in the family sections at the ceremony. Please provide us with a list of who is to sit in those sections and place it in this folder. Please inform those individuals prior to your wedding day. Please verify that you have discussed this with those who are ushering (or will at the rehearsal).

### **Ceremony Music**

If you have a printed wedding program, please include one in this folder. If you do not have a printed wedding program, please provide a list of the songs for the following portions of the ceremony: seating of the grandmothers and mothers, procession of the bridesmaids and groomsmen, procession of the bride, piece played during unity candle lighting (if applicable), any pieces played elsewhere during the ceremony, solos (how many and at which point during the ceremony) and recessional piece. Include this information in the folder.

**Invitations**

During the reception, some photographers like to take a photograph of the bride’s bouquet, wedding rings and wedding invitation. If you want that photo taken, please include on of your invitations in this folder.

**Steaming Your Gown**

We can provide a steamer. However, please be sure to check with your bridal shop to determine in a steamer can be used on your gown. If not, you will need to provide an iron and ironing board.

OK to use your steamer on my gown and/or bridesmaid’s gowns: \_\_\_\_\_

*Signature of bride*

**Videographer**

Your Videographer (if applicable) will need to know if you have a soloist (how many) and if you have a reader (how many) so they can provide wireless microphones. {Please list below if applicable:

\_\_\_\_\_

**Rings**

Who will have the bride’s ring? \_\_\_\_\_

Who will have the groom’s ring? \_\_\_\_\_

**Marriage License**

Who will have the marriage license? \_\_\_\_\_

**Babysitting**

If you are providing a babysitting service at the ceremony and reception please provide us with detailed information about the service including time frames, location where babysitting will take place, costs involved and payment arrangements. Please place that information and/or payment for in this folder.

**Florist Contract**

Please carefully review you florist contract at least 10 days prior to your wedding day. Pay particular attention to the number of corsages, boutonnieres and centerpieces. Please provide the florist with the names of those receiving the corsage3s and boutonnieres. This enables the florist to label flowers and helps us to distribute them in an efficient manner.

**Transport of Flowers from Ceremony to Reception**

Please be sure you have a clear understanding of who is moving flowers from the ceremony to the reception, the time at which they can be removed after the ceremony and

who will receive them once they arrive at the reception site. The Holiday Inn does not transport flowers; however, we will oversee the arrangements you have made with those who are responsible for this task. If someone other than the florist is moving flowers, please provide the name of who that is:\_\_\_\_\_.

**Final Count for the Reception**

The final count and payment guarantee is due to your caterer on\_\_\_\_\_.  
Wedding Coordinator \_\_\_\_\_

Phone Number:\_\_\_\_\_

Email: \_\_\_\_\_

**Reception Items**

If you are providing reserved seating for all or some guests, please enclose in this folder or alphabetical, typed list of all guests. Also include a list of guests seated at each table. If any updates to the room diagram occur since the last copy we receive, please include the updated copy in this folder. Please also provide blank place cards (if applicable) for any last-minute guest name changes or last-minute acceptances.

**Special Dietary Requirements**

If you have determined special dietary requirements of a guest(s), please provide the name of the guest and the table he or she is assigned to your caterer:\_\_\_\_\_

\_\_\_\_\_

**Hospitality for Service Providers**

Below is a list of service providers who will be present at the reception and who will need to eat. A hot meal is requested for any service provider whose work begins at least 1 hour before the ceremony and will continue until the end of the reception. Please indicate what arrangements you have made for these service providers and where the meal will be served to them:

Photographer(s) \_\_\_\_\_

Wedding Coordinator: (If applicable) \_\_\_\_\_

Videographer \_\_\_\_\_

Band and/or Disc Jockey \_\_\_\_\_

**Bridal Party Announcements**

If the entire bridal party is being announced at the reception, please provide the names and phonetic spellings and place in this folder. (You can add the phonetic notes to the Photography Personnel List if you wish).

**Limousines**

If you are utilizing hired vehicles and/or a vehicle(s) will be stopping at more than one location for various passengers, please provide a detailed list of who will be riding in each vehicle and at what point in the transport they are to be picked up.

**CD'S**

If you are providing a CD(s) for first dances, music for band breaks, etc. please place in this folder. Be sure to mark on each CD those tracks you specifically want played, particularly for the first dances. Please be sure to check that the CD is in the case.

**Personal Items Checklist**

Enclosed is a copy of the Personal Items Checklist that will need to be completed and placed in this folder and given to us no later than the rehearsal.

**Changing Clothes**

If you plan to change clothes prior to your departure, please be certain we know where your going-away clothes are. If someone has them, who is that? \_\_\_\_\_  
\_\_\_\_\_.

**Wedding Night Luggage**

If your luggage has not already been delivered to the hotel where you will be staying on your wedding night, where will it be and who will be responsible for making sure it is placed in the departure vehicle? \_\_\_\_\_.

**Departure Ceremony**

If you are doing a formal departure and you have planned something to be “thrown, blown or tossed at you” when you depart, what is that and where will it be? \_\_\_\_\_  
\_\_\_\_\_.

**Departure from Reception**

If you are departing from the reception in your personal car, please provide below the name of who will have the keys to the car. Be sure that person knows in advance where the vehicle is parked. Please introduce us to that person.

Name of person who will have keys to departure car:  
\_\_\_\_\_.

**Transport of Personal Items from Reception**

Please be sure you have reminded the person(s) responsible for transport of personal items that you have assigned them this duty!

**Checks/Cash Envelopes**

Guests often bring cash or checks in envelopes as wedding gifts. Who shall we give these to at the end of the reception?  
\_\_\_\_\_.

**The Sales Office**

The sales office or other space as determined by the Director of Sales, may be used for the bride and her party to change into their gowns. However, please designate someone to gather up cloths, purses and other personal items to store them in your vehicles or in another secure location. Please do not leave anything in the catering office. If the office is used for changing it cannot be used any longer that it takes to slip into the wedding gown or dresses. Please come with hair and makeup complete.

**Return of Tuxedos**

Please provide information below so that we will have the correct answer. If each groomsman is responsible for return of his own tuxedo, provide the name of tux shop, location, phone number and date and time by which they are to be returned:

\_\_\_\_\_.

If one person is returning all the tuxedos, please provide location where tuxes need to be dropped off and by what date and time? \_\_\_\_\_

\_\_\_\_\_.

**Return of Cake Parts**

If you have assigned someone specific to return cake parts, please provide the name of that person (if is different from whom ever is in charge of the other personal items. The Holiday Inn Express/Suites is not responsible for any items left at site.

\_\_\_\_\_.

**Final Payments**

You may have remaining incidentals the end of your event, you may leave a credit card authorization form filled out. Please check with your sales person.

**Overtime and Gratuities**

Please be sure that someone in your group has extra cash or a credit card for overtime should you choose to remain past the scheduled time.

PLEASE PLACE THIS COMPLETED FORM AND ANY OTHER ITEMS REQUESTED ABOVE IN THIS FOLDER AND GIVE TO YOUR WEDDING COORDINATOR NO LATER THAN THE REHERASAL. IF THERE IS ANYTHING ELSE YOU THINKWE SHOULD HAVE, PLEASE PLACE IT IN THIS FOLDER AS WELL. THANKS SO MUCH

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Names of Bridal Party

- |     |      |
|-----|------|
| 1.  | Role |
| 2.  | Role |
| 3.  | Role |
| 4.  | Role |
| 5.  | Role |
| 6.  | Role |
| 7.  | Role |
| 8.  | Role |
| 9.  | Role |
| 10. | Role |

Mother & Father of the Bride\_\_\_\_\_

Mother & Father of the Groom\_\_\_\_\_

Grandparents of the Bride\_\_\_\_\_

Grandparents of the Groom\_\_\_\_\_

Photographer\_\_\_\_\_

Phone Number\_\_\_\_\_

Mobile Number\_\_\_\_\_

Videographer\_\_\_\_\_

Phone number\_\_\_\_\_

Mobile number\_\_\_\_\_

Florist\_\_\_\_\_

Phone number\_\_\_\_\_

Mobile number\_\_\_\_\_

Band and/or Disc Jockey\_\_\_\_\_

Phone number\_\_\_\_\_

Mobile number\_\_\_\_\_

Additional musicians \_\_\_\_\_  
Phone number \_\_\_\_\_  
Mobile number \_\_\_\_\_

Hotel names & phone numbers: Holiday Inn Express Clearwater 727-797-6300

\_\_\_\_\_  
\_\_\_\_\_

Goodie Bags

Put in Rooms by Room Service (charge per bag \$\_\_\_\_\_)

Liquor, Maps, Itinerary, Suntan lotion, Candy, Fruit, Wine, Letter from Bride & Groom, Pictures, Fun things to do, Places of Interest, Phone numbers

Rehearsal Meal/Dinner Location \_\_\_\_\_

Address & Phone Number \_\_\_\_\_

Limousines Service \_\_\_\_\_

Phone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

Foliage \_\_\_\_\_

Phone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Specialty linens \_\_\_\_\_

Phone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Special décor \_\_\_\_\_

Phone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Rental Companies \_\_\_\_\_

Phone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Store Where Bridal Gown Was Purchased \_\_\_\_\_

Phone number \_\_\_\_\_

Address \_\_\_\_\_

Date & Time to Pick Up Gown \_\_\_\_\_

Contact Person \_\_\_\_\_

Baker \_\_\_\_\_

Phone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Delivery Time \_\_\_\_\_

Cake topper / or Specialty Item \_\_\_\_\_

Champagne Glasses \_\_\_\_\_

Cake Knife & Server \_\_\_\_\_

Table Gifts \_\_\_\_\_

Guest Book / Camera / Pen(s) \_\_\_\_\_

Name Cards \_\_\_\_\_

Unity Candle \_\_\_\_\_

Isle Runner \_\_\_\_\_

Flowers, Bubbles, Rice, Etc \_\_\_\_\_

Bird cage / Basket \_\_\_\_\_

Pictures \_\_\_\_\_

Memorial of Loved Ones Passed On \_\_\_\_\_

### **Flight Schedules**

Airlines \_\_\_\_\_

Gate \_\_\_\_\_

Person(s) \_\_\_\_\_

Date \_\_\_\_\_

Airlines- \_\_\_\_\_

Gate \_\_\_\_\_

Person(s) \_\_\_\_\_

Date \_\_\_\_\_

Airlines \_\_\_\_\_  
Gate \_\_\_\_\_  
Person(s) \_\_\_\_\_  
Date \_\_\_\_\_

Airlines \_\_\_\_\_  
Gate \_\_\_\_\_  
Person(s) \_\_\_\_\_  
Date \_\_\_\_\_

Airlines \_\_\_\_\_  
Gate \_\_\_\_\_  
Person(s) \_\_\_\_\_  
Date \_\_\_\_\_

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Person(s) \_\_\_\_\_  
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Person(s) \_\_\_\_\_  
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Person(s) \_\_\_\_\_  
Date \_\_\_\_\_

Airlines \_\_\_\_\_  
Gate \_\_\_\_\_  
Person(s) \_\_\_\_\_  
Date \_\_\_\_\_

Airlines \_\_\_\_\_  
Gate \_\_\_\_\_  
Person(s) \_\_\_\_\_  
Date \_\_\_\_\_

Airlines \_\_\_\_\_  
Gate \_\_\_\_\_  
Person(s) \_\_\_\_\_  
Date \_\_\_\_\_

