

YOUR WEDDING RECEPTION CHECKLIST

Your wedding reception involves a lot of moving parts. Here, a complete breakdown of every single thing you'll need for your post-ceremony celebration—from what to put on the tables to the types of lighting.

TABLES

- Dining tables
- Buffet tables
- Cake display
- Dessert display
- Bar or drink station
- Guest book table
- Gifts table

OTHER FURNISHINGS

- Chairs
- Sofas
- Rugs
- Tent

LINENS

- Tablecloths
- Napkins

YOUR WEDDING RECEPTION CHECKLIST

MEAL

- Hors d'oeuvres
- Appetizers
- Entrée(s)
- Side dishes
- Dessert
- Bread and butter
- Dishes
- Butter dishes
- Flatware
- Glassware
- Serving dishes and bowls
- Serving tools
- Punch bowl and ladle
- Salt and pepper shakers
- Pitchers
- Chargers

BAR

- Wine
- Beer
- Liquor
- Mixers (club soda, tonic, ginerale, etc.)
- Nonalcoholic drinks
- Water
- Lemon and lime slices
- Ice
- Glassware
- Cocktail napkins

DESSERT

- Cake
- Cake stand
- Cake knife
- Cake topper
- Plates
- Forks
- Napkins
- Coffee and tea
- Coffee maker
- Tea maker
- Sugar, sweetener, creamer

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TABLE ACCESSORIES

- Table number holders
- Vases
- Food warmers (for buffet table)

DECORATIONS

- Centerpieces (for tables, ladies' room, etc.)
- Candles (for tables, windowsills, etc.)
- Entryway decorations (greenery, lanterns, etc.)
- Garlands or fabric for bride's and groom's chairs
- Additional décor

PRINTED MATERIALS

- Table (escort) cards or seating chart
- Table numbers
- Place cards
- Menu
- Guest book
- Favor tags

TOASTING

- Special toasting flutes
- Microphone

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SINAGE

- Reception entrance
- Parking
- Restroom
- Bar

ENTERTAINMENT

- Stage for DJ or band
- Adequate power source
- Dance floor
- Photo booth and props
- Outdoor wedding activities (games, sparklers, etc.)

LIGHTING

- Outdoor walkway luminaria (lanterns, etc.)
- Fairy lights (for trees, tables, etc.)
- Candelabra (for dining tables, etc.)
- Candles
- Tent lighting
- Colored light bulbs to replace white ones (amber, etc.)

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OUTDOOR COMFORT

- Sunscreen
- Bug repellent

FEMALE GUESTS

- Cheap, comfortable shoes (flip-flops, etc.)
- Outdoor reception wraps (pashminas, etc.)
- Restroom beauty basket

YOUNG GUESTS

- Activities (toys, puzzles, coloring books, crayons)
- Kid-friendly meal
- Plastic cups

MISCELLANEOUS

- Coat rack
- Garbage cans
- Favors
- Garter, if throwing
- Tips, in envelopes
- Power strips