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
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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
YOUR WEDDING RECEPTION CHECKLIST

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.)
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