



Wedding Party Ceremony Checklist

Venue:
Date:

of Guests:

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Time and Location	Person(s) In Charge	Notes
<i>Ceremony:</i>		
Pay fees to officiant		
Give directions to lost guests (phone forwarding to specific person)		
Meets and Greets Guests at Ceremony (Before entering the hall)		
Distributing wedding programs		
Translator for officiant		
Ceremonial items put in place		
Distribute any head coverings: if needed		
Distribute flower petals Places flower petals on aisle		
Helps Clean Up Ceremony Moves ceremony flowers to reception site		

Notes: