



Wedding Party Reception Checklist

Venue:
Date:

of Guests:

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Time and Location	Person(s) In Charge	Notes
<i>Reception:</i>		
Help with Centerpieces		
Assist in Linen Set-up		
Assist with DJ and Band		
Assist with Caterer and Cake tables		
Check with the Photo and Video set-ups		
Guest book table is setup with guest book and pen		
Help in setting up guest table seating cards		
Arranges and looks after Money Box / Gift Table		
Delivers liquor and sets up bar		
Helps Clean Up Reception		
Assist with Bride and Groom to Go Home		

Notes: