General Logistics

Current headcount?

When are RSVPs due?

Determine when venue doors open, when they close and if vendors can bring items the day before or picked up the day after. Any load in notes?

Discuss Timeline

Discuss Layout

Discuss weather contingencies

When does catering/venue need final details?

Ceremony

How many reserved seats?

Is a mic needed for a reader or soloist?

Is a table needed for a unity candle or any other elements?

Are the decorations being re-purposed and who is handling that?

DJ / Musician set up or needs (chairs, power source, etc.)

Cocktail Hour

Location?

The number of cocktail tables? Linens?

Signage

App table or passed apps?

Drink Station and location?

Bar and location?

Yard games or other activities? Location?

DJ / Musician set up or needs (chairs, power source, etc.)

Reception

Sign in / gift table(s) location / set up

Escort Card table location / set up

Cake Table location / set up

Dinner tables / set up

Buffet location / set up

Drink or Appetizer station location / set up

Coffee table location / set up

Favor table location / set up

DJ / Band set up or needs (chairs, stage, power source, etc.)