FINAL WALKTHROUGH CHECKLIST

We are so close to your event and so excited! This outlines the process we use to execute your walk through, which your planner will guide on your behalf.



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.)	