

Personal Decor Details

For each category below, please list all décor items you are providing and indicate if you are bringing them or if they are rented and if rented, from where.

----- (initials) At times, breeze, wind, rain, or other elements don't allow us to use everything you bring. We will use our best judgment and do our best to place these elements while keeping the health and safety of all involved on your wedding day a priority.

----- (initials) On the wedding day, Magpie Weddings assists in the following per your package: break down of the welcome table decor, gift table decor, escort card display table, free-standing signage, menu cards, programs, guest book, wedding favors, cake cutting set and toasting flutes. Overseeing vendors, decorators, and staff at ceremony and reception sites; providing an emergency kit; managing the flow of the ceremony and the reception and assisting family by gathering personal ceremonial items.

----- (initials) The services shall not include any of the following: setup and breakdown of tables and chairs; bussing of tables; trash removal; venue sweeping, vacuuming, mopping and other cleaning outside of light picking up and restoring to rented condition; cutting the wedding cake; serve alcohol; provide transportation or any other services not referenced in the previously executed contract.

----- (initials) Once an item is packed by our team, we are no longer responsible for its well-being. Please be reminded that many hands touch the items, and things happen in transporting and storing items due to handling, temperatures, etc. It's not uncommon for items to go missing at the end of the night when a well-meaning guest takes something during clean up, thinking it was left behind by accident. Therefore, we are not responsible for lost or stolen items and ask that you, please check with friends or family until the item shows up.

TIPS FOR PACKING:

- Label your items with sticky notes (location, preferences, etc.)
- Pack by grouping: ceremony in one box, reception in another. Label the outside of your box, so we know what is inside while sorting and unloading.
- Place tiny stickers on the bottom of your items, so we know they are yours and not rented
- Limit what you bring to 2-4 Rubbermaid storage containers.
- Unwrap everything and remove price tags or anything that would show (even stickers on the bottom of clear vases)
- Assemble everything not provided by Magpie Weddings (easels, candle battery stickers, etc.)
- If having, put escort cards in alpha order (this is the most critical aspect of packing!)

TAYLOR & ROBERT'S PERSONAL DECOR INVENTORY

[illegible]

[illegible]