

# DETAIL TRACKER

Please submit, as complete as possible, one week prior to the venue walk-through which will ideally take place 6-8 weeks prior to the wedding. The walk-through must be rescheduled if not submitted in time. If you have specific questions, please bring them to your planner's attention so we are best able to serve you.



## INTRODUCTION

- This form will need to be revised based on the gender equation of your wedding.
- Please return, as complete as possible, one week before the venue walk-through which will ideally take place 6-8 weeks before the wedding. The walk-through must be rescheduled if not submitted in time.
- BURST Event Co is not responsible for any items not answered and is not liable for confusion, stress or delays that may occur when this document and other requested items are not provided by the requested due date. As stated at the beginning, this document is due one week before the venue walkthrough.
- You may make changes to this document until two weeks before the wedding. At that time, all decisions should be final and will be sent to all vendors.

Initial Below:

Who is Who?

Partner 1:  
Amanda Connell

Partner 2:  
Peter Shields

## CEREMONY DETAILS

Will your officiant be attending rehearsal? If conducting the ceremony, BURST Event Co requires that a rehearsal take place, but the officiant is not required to be present.	Yes
<u>Ideally, where would you like to have rehearsal? Times/dates must be approved by your planner and can be done starting 30 days prior to your wedding. More rehearsal info found <a href="#">here</a>.</u>	
If at a church, will the church be coordinating the ceremony, or will we? Please confirm the rules with the church, many prefer to do it themselves.	N/A
If at a church, will the church be coordinating the rehearsal and ceremony, or will we? Please confirm the rules with the church. Many prefer to do it themselves.	N/A
When do we have access to the site on the day of?	
Can set up be done the day before? This needs to be confirmed with your venue and coordinator.	
Who is setting up the ceremony chairs?	
Who is setting up ceremony decor?	
Do you have programs for your ceremony? (Tip, you only need to order for about 75% of guests as many don't take one.)	No
Will they be at each seat or handed out at the door? (If wind becomes a factor, we will leave at the entrance)	N/A
If at the door, who will be handing out the programs?	N/A
Are you doing a first look prior to the ceremony? Where and when will that be?	
What are the clean-up guidelines? Who is cleaning?	

Is anything to be brought from the ceremony site to the reception site? Who is transporting?	
Open Seating? Or Bride's and Groom's sides?	Open seating, reserved for immediate family
Are you offering any pre-ceremony drinks? Non-alcoholic or alcoholic? Who is providing this element?	
Please remind the family members you would like to sit in the reserved rows that they have a spot there so they fill up!	

## CATERING

What style of food service are you having? (If doing family style, please make sure your florist knows this and can factor in the space left to design. You may consider renting king size tables if planning on having large arrangements on your rectangular head table.)	
If you are having a buffet, are you having the plates on the guest tables or on the buffet? Napkins? Utensils? Anything else? (You may consider renting chargers to make the tables more full.)	
Are there any guests/members of the party with allergies/food sensitivities? Who and what allergies do they have? Be sure to mark who and what allergies they have on your final guest list.	
Final Guest Count	Adults (Including Couple): # of people over 21: Children (under 12): Total:
Vendor Meal Count and dietary restrictions Tip: this includes all vendors serving you for 5 or more hours and around a meal hour, lunch or dinner.	
How are you notifying guests of their table/seat assignments? <i>Note: We recommend table assignment displays versus individual cards, especially if they will be displayed outdoors since wind is a potential factor.</i>	
Is there anyone who needs to have their meal plated for them if dinner service is a buffet? (i.e. grandparents) Catering usually	

plates B&G meals.	
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## ALCOHOL & TOASTS

Who is providing and bringing the alcohol to the venue? Catering, bartender, yourself, etc.? Please provide a copy of your alcohol order.	Providing: Bringing to venue:
Is the alcohol pre-chilled and if not, what is the plan?	
Who is providing barware and garnishes (glasses, mixers, ice, etc.)?	
Does your venue allow beverages while getting ready in the bride and groom's suites?	
If yes, what do you want served and who is providing/serving the drinks? We usually see mimosas for the ladies and assorted beer for the guys.	
Who is taking leftover alcohol at the end of the night?	
Is it an open or cash bar?	
Are you tipping the bartenders or are you allowing a tip jar? Be sure your bartending service and venue allow a tip jar.	
Are you having a cocktail hour?	
Are you serving beer & wine only or beer, wine & liquor? If serving beer & wine during cocktail hour and liquor during the reception, please note that as well.	
Is there any special alcohol being brought in for specific people?	
Do you have designated drivers arranged?	
Who is giving a toast? <i>Limit to 2-4.</i>	
Do you have specialty cocktails? Are you serving these all night or just during cocktail hour? Please provide drink recipe(s) to your bartender.	

Do you have special champagne flutes?	
Who will be served champagne – write all that apply: <ul style="list-style-type: none"> <li>● Couple</li> <li>● Wedding Party and Dates</li> <li>● Parents</li> <li>● All Guests</li> <li>● Guests will toast with drink in hand</li> </ul>	
Will champagne be pre-poured at the bar and passed, or pre-set at tables and poured?	
What kind of food will be at your cocktail hour? <i>Tip: hearty with a protein to avoid early inebriation.</i>	
Do you have a bar sign listing your drink menu? If having an outdoor bar, assure it can withstand wind.	
Do you want drinks served in glassware throughout the night? Switching to acrylics during open dance reduces the possibility of an injury.	
We recommend black linens for the bar(s). Would you prefer a different color?	
What is your preferred drink throughout the night? We will do our best to keep you hydrated with water as well!	Partner 1: Partner 2:

## DECOR & LAYOUT

When do we have access to the space for set up? The same day or day before?	
Who is setting up the tables and chairs?	
Will there be a flip? If so, who is hired to execute the flip?	
What rentals are needed for the reception? Please label the furniture and decor on your	

rental order with its purpose "cake table", "sweetheart table", etc.	
Do you have a guestbook/sign in table?	
Is there a card box/gift table? <i>Tip: we recommend combining the guest book and the gift table as most guests ship gifts.</i>	
Who is taking the card box and gifts at the end of the evening? If unanswered, we will place cards in the bride or groom's overnight bag and send gifts with a family member or wedding attendant.	
Do you have place cards for each guest at their seat? <i>This is required for plated meals.</i>	
Do you have menus for each setting? Each table? A menu board?	
Are there guest favors at each setting or at a table? Does anything else go on that table? If on a separate table, we recommend favors for only 75% of the guests as many are never taken.	
Are you assigning guests to tables? Ask your planner for pros and cons. <i>This is required for plated meals as well as assigning people to seats.</i>	
If assigning, please describe how you will inform guests. I.e.: escort cards, chalkboard display, etc. <i>Please provide back of house documents to planner in two formats: by table and in alpha order.</i> <i>Please see the "Final Stages" document for further instructions.</i>	
Do you have place cards for each guest at their seat?	

How do you want napkins folded? If you have a specific place setting in mind, what is it? Images are helpful.	
How many are seated at the head table? Does this include wedding party dates? If the wedding party is at the head table, it is encouraged to include their dates.	
Will guests be seated at round tables or banquet/farm tables? 60" rounds seat 8-10 guests. For family style, please limit to 8. Farm tables vary in measurement and are not always an exact 6' or 8', but they typically seat 6-8 guests (8-10 if seated at ends). Please confirm the measurements of your farm table and note here.	
Who is cleaning and returning the venue to arrival condition (sweeping, trash removal, etc.)?	
Your florist must return for removing their items at the end of the night. We do not accept this liability. Are they hired for the breakdown?	
Have you received a blank layout from the venue? If not, please ask for one or ask for yourself and your planner to be added to their layout software as collaborators.	
For your cocktail tables, do you want the linen to go all the way to the ground or are you planning to have sashes? The linen size differs depending on your preference.	
Does your venue provide any tables, chairs, linens, cocktail tables, etc.? If so, please list those here. If they charge a fee, please note that as well.	
Are you renting any elevated rentals (i.e. lounge set) from anyone? Who?	

## GRAND ENTRANCE

Are you doing a grand entrance with the entire wedding party or just the two of you? We recommend the couple only.	
If introducing your wedding party, do you want them introduced by first and last names, or first names only? Please provide phonetic spelling of their names.	
What song would you like for the entrance? Do you want a different song for the wedding party and B&G?	Wedding party: Bride and Groom:
How would you like to be introduced? <i>Mr. and Mrs. John Doe, John and Jane Doe, etc.?</i>	
What transition piece would you like after your entrance? First dance, welcome speech, a blessing or a combination? Please list those participating in these pieces.	

## DANCING

Are you doing a First Dance? If yes, to what song? Recorded and played by DJ or played by a live band?	
Are you doing a Father/Daughter Dance? If yes, to what song? Recorded and played by DJ or played by a live band?	
Are you doing a Mother/Son Dance? If yes, to what song? Recorded and played by DJ or played by a live band?	
Are there any cultural, alumni or special dances like an anniversary dance?	
What songs are selected for these?	



What is the last song for guest dancing? Recorded and played by DJ or played by a live band?	
Are you doing a private last dance? To what song? Recorded and played by DJ or played by a live band?	

## CAKE

Do you want the bride's cake and the groom's cake on the same table or separate tables?	
How will each table be decorated? Candles, table runner / cloth, etc.?	
Do you have a cake cutting song? Or do you prefer to do an unannounced cutting? If you want a song, will it be recorded and played by DJ or played by a live band?	
Do you have a cake topper?	
Do you have a cake stand? Is it rented or yours? If rented, who is returning it after the wedding? <i>Cake stands should be returned in a timely manner to avoid late fees.</i>	
Do you want real flowers on your cake? Is your florist or baker placing them? Provide a photo or sketch.	
Are you having other desserts in lieu of or in addition to the wedding cake?	
Do you want the cake on the dessert table or a separate cake table?	
Are there any other food elements for the wedding? I.e.: Candy Buffet, Popcorn Bar, Late Night Snack, etc.	
Who is providing the above element?	
Will you offer coffee and tea service	

with dessert?	
Have you contracted the caterer to provide cake cutting service? If not, please do.	
Would you like the venue/caterer to pack up the leftover cake for you at the end of the night? If so, please ask the baker to provide boxes.	
Would you like to save the top tier? Please have the baker provide a separate box.	

## TOSSES & EXIT

Are you doing a garter toss? To what song?	
Are you doing a bouquet toss? To what song?	
Have you ordered a toss bouquet or do you want to use a bridesmaids bouquet?	
Are there any other special elements to the reception?	
What is your last dance song?	
What kind of exit item do you have? I.e.: Petals, bubbles, sparklers, etc. Have these items been approved by your venue?	
What time is the B&G exit?	
What time does the venue need to be torn down by?	
May vendors return on the next business day to retrieve rentals, etc.? If yes, what time can they arrive? What time must they depart by?	

## PHOTOGRAPHY & VIDEO

How many hours is your photographer booked?	
Do they have a second shooter (or	

more)?	
Do they already have your shot list?	
Are you doing a first look?	
What time do you have to be photo ready?	
How many hours is your videographer booked?	
Do they have a second shooter (or more)?	
Do they already have your shot list?	
What time is video coverage starting?	
Does your photographer know you are going to have a videographer and vice versa?	
If you had to pick one (photographer or videographer) to be in the center aisle during your ceremony, who do you most want to capture that front angle? The other will focus on side angles.	
Please bring a copy of your full invitation suite so your photographer can capture these elements. This should be available as soon as they arrive. Please ask your florist for some loose blooms for these images.	

## HAIR AND MAKEUP

<p>Where will your hair and makeup services be done?</p> <ul style="list-style-type: none"> <li>● Provide name &amp; address of location</li> <li>● If at a hotel, please note when you will be checked in/have your room number secured and be sure to share this with your planner</li> </ul>	
<p>Besides yourself, who else is getting their hair done?</p> <ul style="list-style-type: none"> <li>● Please provide names &amp; titles, I.E. Jane – Mother of Bride, Sue – Maid</li> </ul>	

of Honor	
<p>Besides yourself, who else is getting their makeup done?</p> <ul style="list-style-type: none"> <li>Please provide names &amp; titles, I.E. Jane – Mother of Bride, Sue – Maid of Honor</li> </ul>	
<p>What time will they start and finish? Please have them create a schedule based on your headcount and provide here. Note: If you are working with two different companies, you might need to connect them to collaborate. We highly recommend that the bride goes second to last and that the person going last is someone that could possibly miss being in the 'getting dressed' photos as the timeline can really be delayed otherwise. Some companies try to convince brides to go last and it almost always lessens the number of photos the photographer can get.</p>	
Have you done a hair trial? Consider scheduling for your bridal portraits.	
Have you done a makeup trial? Consider scheduling for your bridal portraits.	

## FLORIST

Do you want your personal flowers for photos prior to the ceremony?	
Where should your personal flowers be delivered – your hotel, the ceremony location or the reception location?	
<p>Are you renting containers for the arrangements or purchasing your own?</p> <p><i>Tip: if wanting to save flowers, bring mason jars or other vases for easy transportation back home.</i></p>	
If you're purchasing, who will remove them from tables and take them at the end of the night?	

Is anything being moved or repurposed? I.e.- bouquets as centerpieces, altar arrangement on head table, etc. We can place bouquets in vases, other repurposing needs to be done by the florist.	
What is the plan for the flowers at the end of the night? If left blank, guests and family will be offered flowers, the remainder will be taken by vendors, donated to an assisted living facility (possible only during cool weather) or thrown away. If you do not own the vases, please bring ribbon for us to tie flowers together for guests.	
Do you want to save your bridal bouquet? We will do our best to find the bouquet at the end of the night but please know it can often be carried all over and even taken. To guarantee safe return of the bouquet, we recommend placing in the back after the grand entrance.	

## TRANSPORTATION

Where is the bridal party getting ready before the ceremony?	
Where is the groom's party getting ready before the ceremony?	
How is everyone getting to the ceremony, photos, reception?	Bridal party: Groomsmen:
Are guests being transported throughout the day? Please list schedule and location names/addresses.	
If guests are not being transported, do you have designated drivers arranged?	
Do you have an exit car? What is it? If not, what is your plan?	
Is it rented or a personal car?	

If exiting in your own car, is the wedding party allowed to decorate it? We are not liable for any damage.	
If you won't be exiting in a car, what is your plan?	
<p>*We provide two buckets and the couple is responsible for placing their personal overnight items in these buckets. These are the items that will be placed in the exit car at the end of the night. Anything not in this bucket will not be placed in the car.</p>	

## DJ/MUSIC/BAND

Who is providing your ceremony music – DJ, band, strings, etc.?	
Who is providing your cocktail hour music?	
Who is providing your reception music?	
Do you have a list of “no play” songs?	
Does the DJ/band have the list?	
Do you have a list of “must play” songs? (Besides your ceremony, first dance, etc.)	
Does the DJ/band have the list?	
Is the DJ bringing their own table and linen? If not, who is providing? <i>If provided by the DJ, expect a 6 ft table with a black linen (may be a fitted linen). If you want to match your linen colors, you will need to add a linen for the DJ.</i>	
Have you secured lapel or hand mics for your officiant, readers, soloists, etc.? We also recommend a lapel mic for the groom so guests can hear the couple.	
If you have a band, are they contracted to learn any songs for you?	
Please send the band rider.	
Does the band provide music to play during their breaks? If not, what is the plan?	

Does the band emcee the event? If not, who will?	
We do not tolerate vendor drinking with the exception of bands. Are you willing to add them to your tab? If not, please communicate that they will not be permitted to drink at your event.	
<p><i>TIP: DJs are best left to reading the crowd, so we do not suggest creating playlists. We find better success when clients provide their DJ with 20 or so "must have" songs and then otherwise, provide a style note regarding genres and content you love and hate. Feel free to provide a 'do not play' list and specify if they may take requests from guests or allow guests to give an impromptu toast.</i></p>	

## SIGNAGE

Do you have any wedding signage, such as welcome sign, seating chart display, etc? Please include further detail on the Décor Instructions document	
Who is providing the signage – owned/purchased by you or rented from a vendor?	
Do you have easels for the signs (if needed)? Are you providing the easels or are they rented? *Test each easel and sign*	
Who is providing the hand lettering or printed artwork?	
How will the signs get to the artist?	
If you have purchased custom signs or print work from a stationer or calligrapher (like welcome sign, bar menus, menu cards), will you have these with you on wedding day or will they be delivered by the artist?	
If rented, who is delivering the signs to the venue?	
If rented, how will the signs get back to the owner?	

## RENTALS

If renting from multiple companies, what is coming from where?	
Does your venue provide tables/chairs?	
Are you handling your rental order or is your caterer?	
Who is delivering and returning rentals - the rental company or your caterer?	
If renting, when is the rental company returning to pick up their items?	
Please send all rental orders to your planner and make sure all rentals are reflected on your layout.	

## FINAL REMINDERS

### REMINDERS:

- *BURST Event Co is not responsible for any items not answered and is not liable for confusion, stress or delays that may occur when this document and other requested items are not provided by the requested due date. As stated at the beginning, this document is due one week before the venue walkthrough.*
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*Initial Below:*

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*Do you have a wedding hashtag? If so, please list below:*

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*What is your new email address for your Wedding Debrief?*

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