

Final Event Worksheet

Contact 1 Name: _____ Date: _____

Contact 2 Name: _____ Contact: _____

Pre-Arrival Time: _____ Guest Arrival Time: _____

Number of Guests: _____ Ceremony Location: _____

Ceremony Time: _____ Rehearsal Date: _____ Rehearsal Time: _____

Notes:

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Set-Up Times

Event Timeline

Caterer: _____

Bar: _____

Ceremony Music: _____

Entertainment: _____

Photographer: _____

Cake: _____

Flowers: _____

Rental Equipment: _____

Pick-Up Time: _____

Decorations: _____

Officiant: _____

Valet/Limousine: _____

Place Setting:

_____ Guest Arrival

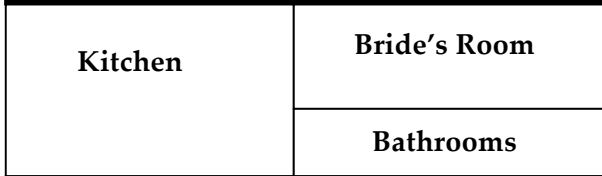
_____ Dinner Begins

_____ Guests Leave

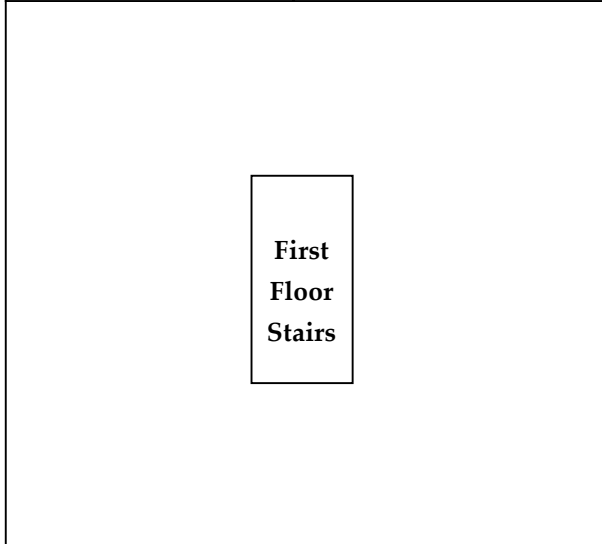
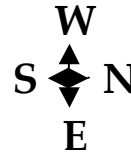
Event Set-Up Worksheet

Ceremony & Reception Notes

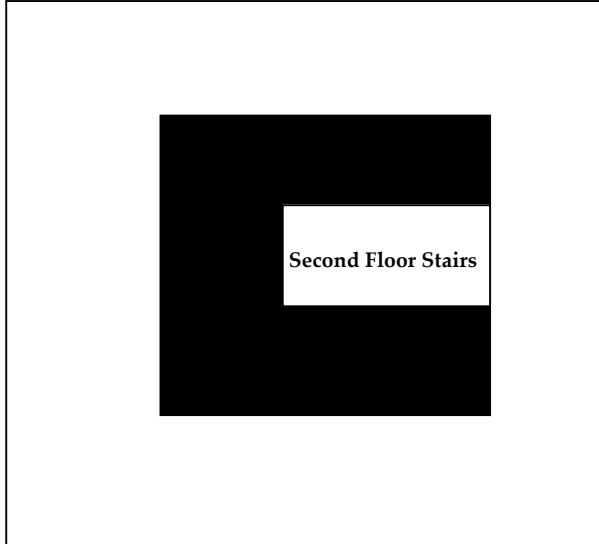
Main House



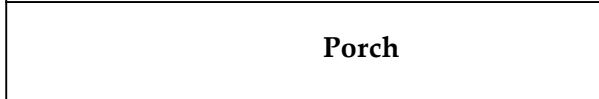
Ceremony
Reception



First Floor Stairs

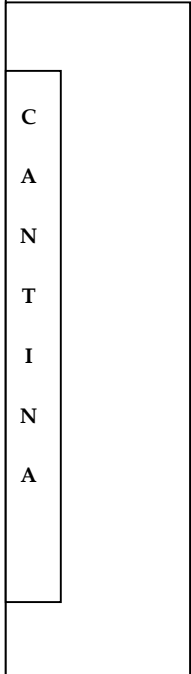


Second Floor Stairs



Courtyard

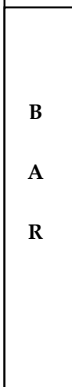
Ceremonial Area



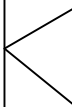
C
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Y

Cantina

Ceremony Reception



B
A
R



Bathrooms

Ceremony Reception

DJ Area