



Final Details Checklist

Two-three months before your wedding, we will meet to discuss the details of your wedding day. Please prepare the following items for that meeting:

- Names of members of bridal party, family, and other VIPs (Fill out “Final Details Questionnaire” on your wedding portal).
- Availability of ceremony participants in order to schedule the rehearsal.
- Estimated guest count and amount of guest tables needed.
- Other tables/paces required (for example: will you have a dessert table, photobooth, guest book/gifts/cards, place cards, etc.?).
- Names and contact information for vendors (email & phone number). See our [Preferred Vendors](#). (Fill out “Vendor Info Sheet” on your wedding portal).
- Start time and location of ceremony.
- Ceremony participants and rough idea of processional order.
- Song choices (ceremony and formal dances).
- Bar service choices. See our [Bar Packages](#) and [Bubbles Bar Info](#).
- Rough idea of which formalities will take place (first look, speeches, dances, etc.).
- What items and services your caterer/baker/florist is providing (type of meal, passed/stationary apps, coffee, cake cutting, displays, decorations). If you have a BEO from your caterer, send it to your coordinator!
- Pick-up and drop-off times if you have arranged a guest shuttle (shuttle should arrive typically 15-30 minutes before ceremony start, and return at least once no later than the end of reception). If you have the trip confirmation from your transportation company, send it to your coordinator!
- Decide who is responsible for decoration clean-up. Responsibility either falls on bridal party/family member of your choice, or see our [Decoration Clean Up Services](#).
- Come prepared with any questions you might have. Some questions could be answered in the [FAQs on our website](#).