



# Final Details Checklist

**2-4 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 wedding 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. Do you want round tables or [Farm Tables](#).
- Other tables/spaces 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](#), [Bubbles Bar Info](#), [Beer Buckets](#).
- Do you want us to order breakfast and lunch for you? We work with [Pressed Café](#).
- 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).
- Upload your contracts to your portal, it's a great way to build your timeline.
- 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).
- Decide who is responsible for decoration set-up & clean-up. Responsibility either falls on bridal party/family member of your choice, or see our [Decoration Set-up & Clean-Up](#).
- Come prepared with any questions you might have. Some questions could be answered in the [FAQs on our website](#).