

EVENT CHECKLIST

The items listed will serve as a prompt for the discussion of features many have found to be important to their special event. Our past experience will also serve as a guide to assisting you with the preparation of your special day.

NOTES

Announcements
Chairs
Cleanup
Communion
Counselor
Date
Decorations
Dressing Room
Event Coordinator
Facilities Required
Flyers
Flowers
Guest Book
Instruments
Janitorial
Kitchen Facilities
Musician
Newspaper
Officiator
Parking
Photographer
Program
Props
Reception
Refreshments
Rehearsal
Room Required
Security
Soloist
Tables
Time