

 **FLORAL CHECKLIST**

FLORIST _____ Date Ordered: _____

Contact Person: _____ Phone: _____

Quantity	Item	Description (style, color, flowers)	Cost
BRIDE			
_____	Bouquet:	_____	_____
_____	Bride's Throwing Bouquet:	_____	_____
_____	Floral Headdress for Reception:	_____	_____
_____	Going-away Corsage:	_____	_____
_____	Delivered To:	_____	Time : _____

BRIDAL ATTENDANTS

_____	Matron of Honor:	_____	_____
_____	Maid of Honor:	_____	_____
_____	Bridesmaids:	_____	_____
_____	Flower Girl:	_____	_____
_____	Floral Headdresses:	_____	_____
_____	Delivered To:	_____	Time: _____

GROOM AND ATTENDANTS

_____	Groom's Boutonniere:	_____	_____
_____	Best Man's Boutonniere:	_____	_____
_____	Ushers' Boutonnieres:	_____	_____
_____	Ring Bearer's Boutonniere:	_____	_____
_____	Delivered To:	_____	Time: _____

Bridal Party Total _____

FAMILY

_____	Corsage for Bride's Mother:	_____	_____
_____	Corsage for Groom's Mother:	_____	_____
_____	Corsages for Grandmothers:	_____	_____
_____	Mothers' Roses:	_____	_____
_____	Other Corsages (Stepmothers, Aunts):	_____	_____
_____	Boutonniere for Bride's Father:	_____	_____
_____	Boutonniere for Groom's Father:	_____	_____
_____	Other Boutonnieres (Stepfathers, Grandfathers):	_____	_____
_____	Delivered To:	_____	Time: _____

Family Total _____

 **FLORAL CHECKLIST**

Quantity	Item	Description (style, color, flowers)	Cost
FLOWERS FOR HELPERS:			
_____	Bridal Consultant:	_____	_____
_____	Officiate:	_____	_____
_____	Soloist:	_____	_____
_____	Instrumentalist(s):	_____	_____
_____	Guest Book Attendant:	_____	_____
_____	Gift Attendant:	_____	_____
_____	Others:	_____	_____
Helpers Total			_____
CEREMONY SITE			
_____	Arch/Canopy:	_____	_____
_____	Candelabra:	_____	_____
_____	Candelighters:	_____	_____
_____	Altar Floral Sprays:	_____	_____
_____	Pews:	_____	_____
_____	Aisles:	_____	_____
_____	Other:	_____	_____
Ceremony Site Total			_____
RECEPTION SITE			
_____	Bride's Table:	_____	_____
_____	Parents' Table:	_____	_____
_____	Attendants' Tables:	_____	_____
_____	Guests' Tables:	_____	_____
_____	Cake Table:	_____	_____
_____	Top of Cake:	_____	_____
_____	Guest Book Table:	_____	_____
_____	Gift Table:	_____	_____
_____	Ladies' Powder Room:	_____	_____
_____	Other:	_____	_____
Reception Site Total			_____
(Total of All Categories) Subtotal			_____
Sales Tax			_____
Grand Total			_____
Deposit			_____
Balance Due			_____



GIFT REGISTRY CHECKLIST

FORMAL DINNERWARE *Want Rec'd*

Store: _____

Phone: _____

Pattern: _____

Manufacturer: _____

Dinner Plate

Luncheon Plate

Dessert/salad Plate

Bread/butter Plate

Buffet Plate

Cream Soup Bowl

Soup/Cereal Bowl

Fruit Bowl

Rim Soup Bowl

Coffee Cup/Saucer

Demitasse/Saucer

Teacup/Saucer

Teapot

Coffeepot

Sugar/Creamer

Salt/Pepper

Serving Bowls

Serving Platters

Gravy Boat

Egg Cup

Other:

INFORMAL DINNERWARE *Want Rec'd*

Store: _____

Phone: _____

Pattern: _____

Manufacturer: _____

Dinner Plate

Salad Plate

Bowls

Cups/Saucers

Mugs

Serving Pieces

Other:

FORMAL DINNERWARE *Want Rec'd*

Store: _____

Phone: _____

Pattern: _____

Manufacturer: _____

Dinner Fork

Dessert/salad Fork

Cocktail Fork

Tablespoon

Soup spoon

Tea/dessert Spoon

Demitasse Spoon

Iced tea Spoon

Dinner Knife

Steak Knife

Butter Spreader

Serving Spoon

Gravy Ladle

Serving Fork

Cold meat Fork

Cake Knife

Pie Server

Salad Set

Carving Set

Sugar Spoon/Tongs

Lemon Fork

Butter Knife

Silver Chest

Other:

INFORMAL DINNERWARE *Want Rec'd*

Store: _____

Phone: _____

Pattern: _____

Manufacturer: _____

No. of Place Settings

Serving Pieces

Other:

HOLLOWWARE/SERVERS *Want Rec'd*

Tea Service

Coffee Service

Water Pitcher

Champagne Cooler

Serving Bowls

Serving Platters

Trays

Bread Tray

Service Plates

Salad Bowl

Compote

Tureen

Chafing Dish

Condiment Dish

Cream/Sugar Set

Salt/Pepper

Dessert Dishes

Gravy Boat

Candlesticks

Napkin Rings

Other:

CRYSTAL *Want Rec'd*

Store: _____

Phone: _____

Pattern: _____

Manufacturer: _____

Goblets

White Wine

Claret

Champagne

Liqueur

Brandy

Cocktail

Iced Tea

Other:



GIFT REGISTRY CHECKLIST

CASUAL GLASS/BARWARE		<i>Want Rec'd</i>
Store:		
Phone:		
Pattern:		
Manufacturer:		
Goblets		
Wine		
Old-fashioned		
Highball		
Iced tea		
Beer Mugs		
Cocktail		
Fruit Juice		
Other:		

BAR NEEDS		
Ice Bucket		
Wine Rack		
Ice Crusher		
Coasters		
Jigger/Tools		
Corkscrew/Wine Opener		
Punch Bowl Set		
Decanters		
Other:		

KITCHENWARE		
Coffee Maker		
Coffee Grinder		
Juicer		
Food Processor		
Blender		
Mixer		
Microwave		
Toaster/Toaster Oven		
Electric Skillet		
Deep Fryer		
Slow Cooker		
Pressure Cooker		
Microwave Cookware		

	<i>Want Rec'd</i>	
Ovenware		
Cookware		
Bakeware		
Wok		
Tea Kettle		
Hot Tray		
Mixing Bowls		
Storage Containers		
Canister Set		
Spice Rack		
Kitchen Utensils		
Cutlery		
Cutting Board		
Wooden Salad Bowl Set		
Other:		

LINENS		
Formal Cloth/Napkins		
Informal Cloth/Napkins		
Place Mats		
Cocktail Napkins		
Potholders/Dish Towels		
Aprons		
Comforter		
Bedsread		
Mattress Pad		
Pillows		
Bed Sheets		
Blanket		
Electric Blanket		
Beach Towels		
Bath Towels/Face Cloths		
Guest Towels		
Bath Mat		
Rug/lid Cover Set		
Accessories		
Other:		

DECORATIVE ITEMS		<i>Want Rec'd</i>
Vases		
Lamps		
Clocks		
Pictures		
Bookends		
Area Rugs		
Baskets		
TV Tables		
Accessories		
Other:		

ELECTRONICS		
TV/Video System		
Stereo		
Camera Equipment		
Clock Radio		
Portable TV/Radio		
Calculator		
Security Devices		
Telephones		
Other:		

GENERAL		
Luggage		
Exercise/sporting Equip.		
Barbecue		
Patio Furniture		
Picnic Basket		
Sleeping Bags		
Carpet Cleaner		
Tools		
Hobbies/Games		
Other:		

 **GIFT LIST**

	<u>Name</u>	<u>Gift</u>	<u>Store</u>	<u>Thank You Sent</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____
21.	_____	_____	_____	_____
22.	_____	_____	_____	_____
23.	_____	_____	_____	_____
24.	_____	_____	_____	_____
25.	_____	_____	_____	_____
26.	_____	_____	_____	_____
27.	_____	_____	_____	_____
28.	_____	_____	_____	_____
29.	_____	_____	_____	_____
30.	_____	_____	_____	_____
31.	_____	_____	_____	_____

BAKERY WORKSHEET

	Estimate #1	Estimate #2	Estimate #3
	Name: _____ _____	Name: _____ _____	Name: _____ _____
	Phone: _____	Phone: _____	Phone: _____
CAKE Size Shape Number of Tiers	Description Cost	Description Cost	Description Cost
CAKE FLAVORS			
FILLING FLAVORS			
ICING FLAVORS			
DECORATIONS			
GROOM'S CAKE			
TOTAL			

BAKERY SELECTED

Name: _____ Order Date/Deposit: _____

Address: _____ Balance Due: _____

Phone/Contact: _____ Delivery Date/Time: _____

MontclairBridal.com



QUESTIONS TO ASK YOUR CATERER

CATERER

What type of food items do you recommend for my budget and the number of guests? _____

What type of service, sit-down dinner, or buffet, would be best? _____

Discuss menu selections, ask the cost per person. _____

Do you provide linens? _____

Is there an additional fee? _____

Is there a color selection? _____

Do you supply glasses, plates, and silverware? _____

Is there an additional charge? _____

Do you handle all rental equipment such as tables, chairs, serving pieces? _____

Would it cost less if I handle the rentals myself? _____

How much time will you need to set up? _____

Can we go over the table locations and seating arrangements ahead of time? _____

Do you handle the clean up? _____

Rental returns? _____

Will you personally handle and attend my reception? _____

If not, who will? _____

Do you make arrangements for flowers, decorations, and music? _____

Do you provide the wedding cake? _____

If not, is there a cake cutting fee? _____

Do you charge extra to pour coffee? _____

Will you provide the groom's cake, if we want one? _____

Do you provide the liquor? _____

What is the cost per drink? _____

Is it cheaper if we provide our own liquor? _____

Do you charge a corkage fee per bottle if we provide our own wine and champagne? _____

Do you require a guaranteed number of guests? _____

What is the last date I can give you a final guest count? _____

Do you have a contract? _____

When will you provide the final per person cost? _____

What is the payment policy? _____

What is the deposit to hold the date? _____

What is your refund or cancellation policy? _____

Are gratuities already figured in the total price? _____

If so, what percent is being charged? _____

Do you provide food for the photographer, videographer, or musicians? _____

Is this an extra per person fee? _____

Will you pack a to-go snack for the bride and groom? _____

Will you pack the top tier of the wedding cake? _____

 **CATERER WORKSHEET**

	Estimate #1	Estimate #2	Estimate #3
	Name: _____ _____	Name: _____ _____	Name: _____ _____
	Phone: _____	Phone: _____	Phone: _____
FOOD Hors d'oeuvres Buffet Sit-down Wedding Cake	Description Cost	Description Cost	Description Cost
BEVERAGES Open Bar Champagne/Wine Non-alcoholic			
SERVICE Waiters Bartenders Valet			
EQUIPMENT Tables Chairs Linens Tent			
DECORATIONS Flowers Candles Other			
SERVICE Waiters Bartenders Valet			
MISCELLANEOUS			
TOTAL			
GRATUITIES INCLUDED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
SALES TAX INCLUDED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
NUMBER OF HOURS			
OVERTIME COST per hour			
CANCELLATION Policy Fee			
DEPOSIT REQUIRED	Amount Date Required	Amount Date Required	Amount Date Required



RECEPTION SITE WORKSHEET

	Estimate #1	Estimate #2
	Name _____ _____	Name _____ _____
	Phone _____	Phone _____
	<i>Description</i>	<i>Description</i>
	<i>Cost</i>	<i>Cost</i>
ROOM/HALL Date Available Time Occupancy Fee		
EQUIPMENT Tables Chairs Linens		
FOOD Hors d'oeuvres Buffet Sit-down Wedding Cake		
BEVERAGES Open Bar Champagne/Wine Non-alcoholic		
NUMBER OF SERVERS Waiters Bartenders Valet Attendants Tips		
MISCELLANEOUS		
TOTAL		
GRATUITIES INCLUDED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
SALES TAX INCLUDED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
NUMBER OF HOURS		
OVERTIME COST Per Hour		
CANCELLATION Policy Fee		
DEPOSIT REQUIRED Amount Date Required		



RECEPTION MUSIC INFORMATION

RECEPTION MUSICIANS SELECTED

Reception Musicians Selected: _____

Reception Location: _____

Contact Person: _____ Phone: _____

Reception Date: _____ Arrival Time: _____

Appropriate Dress: _____

Rehearsal Date: _____ Time: _____ Location: _____

_____ *Phone* _____ *Fee* _____

Disc Jockey: _____

Agent/bandleader: _____

Name of Band: _____

Key Band Members: _____

Cancellation Policy _____

Total Cost _____

Deposit Paid _____

Balance Due _____

RECEPTION MUSIC SELECTIONS

Newlyweds' Arrival: _____

Ethnic Dances: _____

Receiving Line: _____

First Dance: _____

Bouquet Toss: _____

Dancing or Background Music: _____

Garter Toss: _____

Newlyweds' Get-Away: _____

Last Dance: _____

Other: _____
