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**DESIGN & DÉCOR SETUP INSTRUCTIONS CHECKLIST**

It’s almost your wedding day! We want to make sure your design & decor for your ceremony, cocktail hour and reception are setup exactly like you want them! In order to help us do that, we'll need detailed setup instructions checklist for each.

Don't have a specific vision? No problem! We're happy to take your items and set them up just right - so you and your guests are wowed walking through the door.

**HOW TO COMPLETE THE DESIGN & DÉCOR SETUP INSTRUCTIONS CHECKLIST:**

1. Please number and create a title for each décor setup under the correct event heading. Event headings are: Ceremony Décor, Cocktail Hour Décor & Reception Décor.
2. Please list all items needed for the décor setup. The more descriptive the better! Example: “White and Silver Lanterns” vs “Lanterns”
3. Please provide setup instructions for each individual décor setup, including the location within the venue if applicable.
	1. If you don’t have a particular vision for how you’d like your items setup, please leave us a note in the instructions to make it pretty however we see fit!
	2. If a specifically organized setup is desired, please insert a photo or sketch at the end of the document and refer to the decor setup number and title *or* include a separate photo in the email to your coordinator.
4. If there is something included in a décor setup by a second party (Florist, Venue, etc.) – and you’d like us to make sure it’s properly in place, please let us know!
5. Please feel free to delete the pages you don’t need and add extras if necessary.
6. There is an example on the first page to help you! You can delete it once you’ve got the hang of it.
7. **This document is due no later than 7-days before your wedding day. Thank you!**

**CEREMONY DÉCOR:**

* **1. AISLE & ALTER DÉCOR** (*Example: Delete when completing your personal form.)*

*LIST OF ITEMS NEEDED:*

* White Lanterns
* Pillar and Tealight Candles
* Blue Tealight Candle Holders
* Lighter
* Flowers (Florist will bring)
* Reserved seating signs

*SETUP INSTRUCTIONS & LOCATION:*

Lanterns to be placed at the end of every other aisle starting with the first aisle in the row. Pillar Candles to be placed in lanterns and lit with lighter.

Reserved seating signs will go in first 2 rows, on first 2 chairs in each row. Please stand them up on the seat and lean them up against the chair so they stand up vs laying them on the seat.

Tealight candles placed on alter tables in blue candle holders and lit with lighter. (Will be placed by my venue)

Flowers in vases should go in front of each lantern towards the back of the venue – but closer to the chair side of each row. (Will be placed by my florist)

**CEREMONY DÉCOR (*CONTINUED*):**

* **2. SETUP TITLE**

*LIST OF ITEMS NEEDED:*

*SETUP INSTRUCTIONS & LOCATION:*

**CEREMONY DÉCOR (*CONTINUED*):**

* **3. SETUP TITLE**

*LIST OF ITEMS NEEDED:*

*SETUP INSTRUCTIONS & LOCATION:*

**CEREMONY DÉCOR (*CONTINUED*):**

* **4. SETUP TITLE**

*LIST OF ITEMS NEEDED:*

*SETUP SETUP INSTRUCTIONS & LOCATION:*

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**NEXT EVENT:**

**COCKTAIL HOUR DÉCOR:**

* **1. SETUP TITLE**

*LIST OF ITEMS NEEDED:*

*SETUP INSTRUCTIONS & LOCATION:*

**COCKTAIL HOUR DÉCOR (*CONTINUED*):**

* **2. SETUP TITLE**

*LIST OF ITEMS NEEDED:*

*SETUP SETUP INSTRUCTIONS & LOCATION:*

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**COCKTAIL HOUR DÉCOR (*CONTINUED*):**

* **3. SETUP TITLE**

*LIST OF ITEMS NEEDED:*

*SETUP INSTRUCTIONS & LOCATION:*

**NEXT EVENT:**

**RECEPTION DÉCOR:**

* **1. SETUP TITLE**

*LIST OF ITEMS NEEDED:*

*SETUP INSTRUCTIONS & LOCATION:*

**RECEPTION DÉCOR (*CONTINUED*):**

* **2. SETUP TITLE**

*LIST OF ITEMS NEEDED:*

*SETUP INSTRUCTIONS & LOCATION:*

**RECEPTION DÉCOR (*CONTINUED*):**

* **3. SETUP TITLE**

*LIST OF ITEMS NEEDED:*

*SETUP INSTRUCTIONS & LOCATION:*

**RECEPTION DÉCOR (*CONTINUED*):**

* **4. SETUP TITLE**

*LIST OF ITEMS NEEDED:*

*SETUP INSTRUCTIONS & LOCATION:*

**RECEPTION DÉCOR (*CONTINUED*):**

* **5. SETUP TITLE**

*LIST OF ITEMS NEEDED:*

*SETUP INSTRUCTIONS & LOCATION:*