**SET UP INSTRUCTIONS** 

**Enter the instructions for the set up of your wedding below.** Remember to be as detailed as possible, and when needed, add additional rows and items.

If you find there is not enough room in each column, feel free to create your own list outside the tables below, and use these as a guide. When there are a lot of things to set up, we often use bulleted lists instead of tables. Just remember that these are the key details to include:

* General category of set up (general, ceremony, cocktail hour, reception, etc.)
* What items need be set up
* How they should be set up with detailed instructions
* When they should be set up
* Who is responsible for set up
* Where the items will be stored *before* being set up
* Who will do clean up
* Where the items will go *after* they are done being used

**GENERAL ITEMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What: Item** | **Instructions & Details****(how many, parts involved, etc.)** | **Person Responsible for Setting up This Item & When They Will Be Setting It up** | **Where Item Will be Located/Stored *before* the Ceremony** | **Person Responsible for Clean up & Location Items Should Go *after* the Ceremony** |
| Sign on road indicating guests are in right spot |  |  |  |  |
| Parking |  |  |  |  |
| Signs directing to different areas |  |  |  |  |
| Additional general decor |  |  |  |  |

**Inclement weather plan set-up details:**

**CEREMONY**

**Location:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Instructions & Details****(how many, parts involved, etc.)** | **Person Responsible for Setting up This Item & When They Will Be Setting It Up** | **Where Item Will be Located/Stored *before* the Ceremony** | **Person Responsible for Clean up & Location Items Should Go *after* the Ceremony** |
| Chairs |  |  |  |  |
| Arbor |  |  |  |  |
| Arbor flowers |  |  |  |  |
| Aisle decor |  |  |  |  |
| Reserved seating signs |  |  |  |  |
| Music audio |  |  |  |  |
| Microphone |  |  |  |  |
| Programs |  |  |  |  |
| Unity ceremony items |  |  |  |  |
| Additional decor |  |  |  |  |

**Inclement weather plan location:**

**Inclement weather plan set-up details:**

**cOCKTAIL HOUR**

**Location:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Instructions & Details****(how many, parts involved, etc.)** | **Person Responsible for Setting up This Item & When They Will Be Setting It up** | **Where Item Will be Located/Stored *before* Cocktail Hour** | **Person Responsible for Clean up & Location Items Should Go *after* Cocktail Hour** |
| Tables & linens |  |  |  |  |
| Bar |  |  |  |  |
| Music |  |  |  |  |
| Games |  |  |  |  |
| Escort cards or seating chart |  |  |  |  |
| Guest book |  |  |  |  |
| Gift table |  |  |  |  |
| Seating  |  |  |  |  |
| Food |  |  |  |  |
| Additional decor |  |  |  |  |
| Trash barrels |  |  |  |  |
| Flowers or other items relocated from ceremony to cocktail hour |  |  |  |  |

**Inclement weather plan location:**

**Inclement weather plan set-up details:**

**RECEPTION**

**Location:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Instructions & Details****(how many, parts involved, etc.)** | **Person Responsible for Setting up This Item & When They Will Be Setting It up** | **Where Item Will be Located/Stored *before* the Reception** | **Person Responsible for Clean up & Location Items Should Go *after* the Reception** |
| Tables & linens |  |  |  |  |
| Chairs |  |  |  |  |
| Centerpieces & table decor |  |  |  |  |
| Placesettings (plate, placecard, fork, knife, glass, bread plate, etc.) |  |  |  |  |
| Buffet items |  |  |  |  |
| Bar |  |  |  |  |
| Dessert & cake table |  |  |  |  |
| Music |  |  |  |  |
| Items moved inside from cocktail hour  |  |  |  |  |
| Additional decor |  |  |  |  |
| Trash barrels  |  |  |  |  |
| Favors |  |  |  |  |
| Late night food |  |  |  |  |

**Inclement weather plan location:**

**Inclement weather plan set-up details:**

**AFTER PARTY**

**Location:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Instructions & Details****(how many, parts involved, etc.)** | **Person Responsible for Setting up This Item & When They Will Be Setting It up** | **Where Item Will be Located/Stored *before* the Reception** | **Person Responsible for Clean up & Location Items Should Go *after* the Reception** |
| Food / snacks |  |  |  |  |
| Drinks |  |  |  |  |
| Bonfire |  |  |  |  |

**Inclement weather plan location:**

**Inclement weather plan set-up details:**