

Other Considerations from Owl & Moon

Rehearsal

- Will your chairs be set up at the ceremony site?
- Who is coordinating the flow for the ceremony, will they be at the rehearsal?

Rehearsal Dinner (if you are hosting your rehearsal dinner at our venue)

- Who is responsible for set up?
- Who is responsible for clean up?
- What food will you be serving?

Ceremony

- What is the set up for the chairs at the ceremony area?
- Who is setting up the chairs and any other décor (whiskey barrels, tables, aisle runner, flowers...)?
- Will you have any other events during your ceremony that may require another table/supplies (unity cross/sand), who is responsible for taking this back to the reception area for safekeeping?
- Will you have empty chairs reserved as memorial chairs?
- How will the bridal party walk to the ceremony area?
- How will the bride walk to the ceremony area?
- Have you considered the weather for you and your guests (heat, rain...)?
- Who is responsible for wiping down the chairs and returning to the venue area?

Reception

- Who is setting up the chairs and the tables at the reception area?
- What is the set up for the tables and chairs at the reception area?
 - Where will the wedding party sit?
 - How many chairs do you want at each table?
- Are you using linens for your tables and chairs? If so, who is responsible for providing, setting up, and taking down?
- What will you use for centerpieces and other table décor?
- Will you use table assignments? If so, how will the tables be labeled and how will your guests know where to sit?
- Will you have a memorial table?
- Where will you set up your gift table?
- Where will you set up your wedding favor table (take away for wedding guests)?
- Who is responsible for wiping down the chairs & tables and returning to the venue area?

- Where will you set up your food and bar area?
- Where will you set up your wedding cake? Will everyone be around when you cut the cake?
- Who is bringing the drinks, food, and ice for the ceremony? (If you bring the drinks the day before they can be placed in the refrigerator.)
- Who is responsible for clean up the night of the wedding (clean up of food into trash cans and/or the refrigerator)?
- Who is responsible for full clean up (refer to Owl & Moon Cleaning Checklist)?
- Who will be taking home the bridal gifts, décor, and any other items? (You are welcome to donate any décor items to Owl & Moon for future brides to borrow for their event)

Other

- Will you have snacks/drinks in the bridal suite and groom's den?
- Will you have a day of wedding coordinator to help the day run smoothly (logistics with vendors, keeping on timeline...)?
- Consider making a list of the special photos you would like your photographers to get during the day.
- Have you provided your band/DJ a list of songs to play or avoid? Do they have a copy of the song you are using for the first dance, father/daughter dance, groom/mother of groom dance?
- Have you considered a plan B for rain?
- Will you allow your guests to post or stream to social media during the event? If so, will they use a special hash tag #?