



# NEW ORLEANS CATERING, INC.

## WEDDING COORDINATION SHEET

	YES	NO	TIME
HAVE YOU GIVEN PHOTOGRAPHER LIST OF PICTURES YOU WANT?	_____	_____	_____
WILL YOU HAVE A RECEIVING LIST?	_____	_____	_____
WHO WILL STAND IN THE RECEIVING LINE?	_____	_____	_____
WHERE WILL YOUR RECEIVING LINE TAKE PLACE?	_____	_____	_____
HOW LONG WILL RECEIVING LINE TAKE?	_____	_____	_____
WILL YOU HAVE A GUEST BOOK?	_____	_____	_____
WILL YOU HAVE PERSONALIZED NAPKINS FOR CAKE TABLE?	_____	_____	_____
WILL YOU HAVE PERSONALIZED TOASTING GLASSES FOR CAKE TABLE?	_____	_____	_____
DO YOU WANT TO SERVE CHAMPAGNE?	_____	_____	_____
WHAT FLORIST ARRANGEMENTS WILL YOU HAVE? HOW MANY?	_____	_____	_____
WHAT DECORATIONS FOR CAKE TABLE?	_____	_____	_____
HOW MANY ATTENDANTS WILL YOU HAVE?	_____	_____	_____
BRIDAL DANCE? WHEN?	_____	_____	_____
WILL YOU HAVE A GROOM'S CAKE?	_____	_____	_____
WHAT TIME WILL WE CUT WEDDING CAKE?	_____	_____	_____
WILL YOU HAVE CAKE PULLS IN CAKE?	_____	_____	_____
WILL YOU THROW GARTER OR BOUQUET?	_____	_____	_____
WILL YOU BE CHANGING?	_____	_____	_____
WHO IS RESPONSIBLE FOR GOWN & TUXEDO?	_____	_____	_____
WHAT TIME WILL BRIDE & GROOM DEPART?	_____	_____	_____
WHAT WILL BE DEPARTURE TRANSPORTATION?	_____	_____	_____
WHO WILL RECEIVE LEFTOVERS, GIFTS, ETC.?	_____	_____	_____
WILL YOU NEED POLICE OFFICERS?	_____	_____	_____

	PHOTOGRAPHER	FLORIST	BAKERY	LIMOUSINE
Name	_____	_____	_____	_____
Phone No.	_____	_____	_____	_____

