



SETTING UP THE SITE

There are many site setup details that have to be handled the day of the wedding. Sometimes the site will include setup in its fee; sometimes the sites does it for an additional fee; and sometimes you will have to appoint a friend to handle it. As much as possible, you should schedule who will handle what and when.

Printed programs setup time _____ In charge _____ Fee _____

Altar setup time _____ In charge _____ Fee _____

Candelabras/candles setup time _____ In charge _____ Fee _____

Audio equipment setup time _____ In charge _____ Fee _____

Guest book, stand, and pen setup time _____ In charge _____ Fee _____

Flower setup time _____ In charge _____ Fee _____

Coat check attendant _____ Fee _____

Janitorial cleanup time _____ In charge _____ Fee _____

Additional _____

Setup time _____ In charge _____ Fee _____

Additional _____

Setup time _____ In charge _____ Fee _____

Person in charge of passing out birdseed/other _____

Person in charge of watching gifts and moving them to reception _____