

Wedding Check - In List

Please bring this filled out with your items the day of your drop-off appointment.

All items must be removed at the end of your event.

Place in 3 bins, labeled with your name and date, with detailed directions for placement no earlier than the Tuesday before your wedding. Bins are not provided by 360 East, and must not exceed 20 gallons each. Please make sure all décor is table-ready. Please remove all unwanted stickers, price tags, and/or extra packaging. All battery-operated and traditional votives must be dropped off fully assembled. If you need more space to write, please type up an additional sheet.

Wedding Name _____ Date _____

Please circle if you have the following items:

Individual, Alphabetized Escort Cards for a Table OR A Seating Chart Board for an Easel
Location: _____

Card Box: Y (we do not provide a card box, please supply your own) Cake Topper: Y N

Toasting Flutes: Y N Cake Knife & Server: Y N Welcome Sign: Y N

Guest Book _____ Location: _____

Sweetheart Table Decor: _____

Centerpiece Accompaniments: _____

Table Numbers: Yes, we brought our own No, we are using table numbers provided by venue

Menu Cards: Yes, we brought our own No, we are using menus provided by venue

Favors: _____

Circle One: Favor Table 1 Per Seat ___ # Per Table

Ceremony Items: _____

Ring Bearer Pillow: Y N Ring Bearer Sign: Y N Sand Ceremony: Y N
Flower Girl Basket: Y N Own Aisle Runner: Y N Programs: Y N
Wine Ceremony: Y N Any other ceremony add on: _____

Restroom Baskets: _____

Bar Items: _____ Signature Drink Signage: Y N

Memory Table: _____ Location: _____

Additional Items: