

# DIY Wedding Reception Checklist

## Furniture

- Dining tables for guests - either rounds or 6 ft
- Chairs for all the guests + extra
- Head table for the wedding party 6 or 8 ft
- Guest book and present table - usually round
- Cake table - either round or 6 ft
- Drinks/bar table - usually 6 ft
- Buffet table - 6-8 foot tables - combined
- Table for Music - if necessary
- Dessert table - usually 6 ft
- Coat rack - if necessary

## Eating and Drinking Tools

- Bride & Groom glasses
- Champagne glasses for toasts
- Glasses for drinks
- Plastic cups (if kids are coming!)
- Wedding cake knife
- Cutlery (Knives, forks, spoons)
- Plates (main meal)
- Plates (cake)
- Bowls (if necessary)
- Napkins
- Salt-and-pepper shakers
- Butter-and-butter dishes
- Water jugs
- Coffee Maker
- Serving spoons, forks, tongs
- Pot holders / trivets
- Extra Bowls
- Garbage Cans (if not provided)

## Decorations

- Candles for dining tables and/or buffet tables
- Lights - white Christmas lights work great!
- Flowers and vases (center piece on the guest tables, use on other tables, etc.)
- Banners/streamers
- Balloons
- Table Favors
- Chair coverings
- Linens or tablecloths
- Others (disposable cameras)
- Equipment for Music

## Drinks

- Soft Drinks
- Liquor
- Mixers
- Wine
- Beer
- Coffee (creamers, milk, sugar)
- Water
- Ice
- Cold Storage

## Extras:

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