

Itinerary

Event

Date
Time
Venue

Numbers

Total Guests
No Shows
Regrets

Event Timeline

Guest Arrival
Welcome Speech
Food Arrival
Entertainment
Gift Exchange
Event End

Food & Drinks

Entree
Main
Dessert
Drinks circle Bar Tab Drink Package Cash Bar

Itinerary

Dietaries

Vegetarian

Vegan

Gluten Free

Event Set Up

Seating Arrangements

Table Settings

Decorations

Event Signage

Addition (av, microphones)

Entertainment

Games/ Activities

Photo Booth

Guest Speakers

Game Prizes

Misc.

Transportation

Emergency Contacts

Venue Contact