

# DECOR CHECKLIST



HOLLYHOCK DESIGN LLC

## CEREMONY DECOR

Signage - Directional & Welcome

Programs

Arch or Backdrop

Aisle Decor

Unity Ceremony Items & Table

Vow Books

Small Ring Bag

Flower Girl/Granny Basket

Reserved Signs - Front Rows

Floral - Bouquets, Boutonnieres, Corsages, Petals

DINNER  
TABLE DECOR

For You:

Centerpieces

Table Numbers

Place or Escort Cards

Candles

Menu

Chargers

Favors

If the venue doesn't provide:

Table linen & napkins

Appetizer, Dinner, Salad, Dessert Plates

Appetizer, Dinner, Dessert Utensils

Water & Bar Glassware

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## RECEPTION DECOR

For you:

Guest Book Table, Guest book & Decor  
Gift Table, Card Box & Decor  
Dessert Table & Stands  
Cake Table, Topper, Servers  
Seating Chart or Reserved Signs

If your venue doesn't provide:

Alcohol  
Mixers  
Glassware  
Guest Table Type - Round, Rectangle, King  
Cocktail Tables  
All Specialty Tables - Gift, Dessert, Food, Head  
Table/Sweetheart Table, In Loving Memory  
Coat Rack  
Lights  
Dance Floor

Additional Options

Bar Signage  
Menu  
Directional Signs  
QR Code to share pics  
Games  
Runners  
Chargers  
Lounge Seating

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## VENDORS

Ceremony & Reception Venue, Tent, or Location  
Backup for bad weather  
Ceremony & Reception – Tables & Chairs  
Heating & Cooling  
Linens – Specialty tables, guest tables, & napkins  
Design/Decor  
Florist  
Wedding Planner  
Coordinator  
Catering – Serving Staff  
Bar – Bartenders  
Photographer  
Videographer or Content Creator  
Entertainment – Dj, Musician, Band, Dancer,  
Impersonator, Photo Booth  
Games – Rent or Purchase  
Live Painter – Caricature Artist  
Officiant – Pastor

Keep in mind, some vendors can take care of more than one thing for you, just like I can!