

**WEDDING
And
RECEPTION
PLANNER**



BURNS
RENT-ALLS, INC.

332 W. Mishawaka Ave.
Mishawaka, IN. 46545
(574) 259-4807
www.burnsrentals.com

**YOU'RE GETTING
MARRIED...**

Congratulations! Early and complete
planning will make your day
Memorable and Enjoyable.

CHECK LIST

- Number of Guests _____
- Invitations, Response Cards,
Reception card, Informals:
Style _____
Quantity _____
- Rehearsal Dinner _____
- Wedding _____
- Reception _____
- Florist _____
- Jeweler _____
- Caterer _____
- Bakery _____
- Photographer _____
- Music _____
- Decorations _____
- Canopy/Tent _____
- Tuxedos _____
- Gowns _____
- Transportation _____
- Parking _____
- Gifts _____
- Favors _____

- Arch: _____
- Candelabra: _____
- Candles:
Type _____ Color _____
- Aisle Runner: Length _____
- Other: _____
- _____

REHEARSAL DINNER

- Tables: Size _____
- Chairs: Style _____
- Tablecloths:
Size _____ Color _____
- Napkins: Color _____
- China: Pattern _____
- Flatware: Pattern _____
- Glasses: Style _____
- _____ Style _____
- _____ Style _____
- Serving Pieces _____
- Chafers: Style _____
- Decorations _____
- Other: _____
- _____

RECEPTION, DINNER, DANCE

- Tent: Size _____
Location: _____

- _____ Bride/Groom Tables: Size _____
- _____ Buffet Table: Size _____
- _____ Dinner Tables: _____
Size _____
- _____ Registration Table: Size _____
- _____ Gift Table: Size _____
- _____ Tablecloth _____
Size _____ Color _____
- _____ Napkins: Color _____
- _____ Chairs: Style _____
- _____ Flatware: _____
- _____ Glasses: Style _____
Style _____
- _____ Style _____
- _____ Beverage Fountain _____
- _____ Punch Bowl _____
- _____ Coffee Service _____
- _____ Chafer: Size _____
- _____ Trays: Size _____
Size _____
- _____ Candelabra _____
- _____ Candles _____
Style _____ Color _____
- _____ Decorations _____
- _____ Cake Knife/Server _____
- _____ Cake Fountain _____
- _____ Serving Pieces _____
- _____ Dance Floor _____

- _____ Bar _____
- _____ Bartender _____
- _____ Liquid/Mixer _____
Type _____ Amount _____
Type _____ Amount _____
- _____ Other: _____
- _____

RENTAL INFORMATION

- Rehearsal Dinner
Delivery Date _____
Delivery Time _____
Return Date _____
Return Time _____
- Wedding
Delivery Date _____
Delivery Time _____
Return Date _____
Return Time _____
- Reception/Dinner/Dance
Delivery Date _____
Delivery Time _____
Return Date _____
Return Time: _____

Bride _____
Address _____
Phone _____

Groom _____
Address _____
Phone _____

Wedding Location

Date _____ Time _____

Rehearsal Dinner Location

Date _____ Time _____