



Vendor Orders Double Check List

Instructions: Write the number of items needed beside each corresponding name - for any you're not using, simply delete or cross out. For personal floral items/beauty treatments, write everyone's name who is receiving flowers. Then compare these numbers against your final vendor orders to ensure nothing is overlooked.

Hair

- Bride
- MOH
- Bridesmaids

- Jr. Bridesmaids

- Flowergirls

- Mothers/ladies

Makeup

- Bride
- MOH
- Bridesmaids

- Mothers/ladies

Florals - Bouquets

- Bride
- MOH
- Bridesmaids

- Jr. Bridesmaids

- Flowergirls



Florals - Boutonnieres

- Groom
- Best Man
- Groomsmen
- Ringbearer
- Fathers
- Grandfathers
- Ushers
- Readers
- Officiant

Florals - Corsages

- Mother of Bride
- Mother of Groom
- Grandmothers
- Readers

Ceremony - Flowers & Rentals

- Number of guests sitting for ceremony + musicians = TOTAL CHAIRS
- Ceremony table & linen
- Sound system
- Flowers for altar
- Flowers for entrance
- Aisle/Pew flowers



Reception - Tables, Chairs

- Number of guests sitting for dinner (including bride & groom)
- Number of highchairs for children under 2 years
- Number of chairs for musicians/DJ
- Number of tables for guests at dinner
- Sweetheart table
- Guest book table
- Seating card table
- Cake table
- Cocktail tables
- Buffet tables
- Bar tables

Reception - Base tablecloths & napkins

- Dining tables
- Sweetheart table
- Guest book table
- Seating card table
- Cake table
- Cocktail tables
- Buffet tables
- Bar tables
- Number of guests for napkins (including bride and groom)

Reception - Overlay linens

- Dining tables
- Sweetheart table
- Guest book table
- Seating card table
- Cake table
- Cocktail tables
- Buffet tables
- Bar tables



Reception - Florals

- Dining tables
- Sweetheart table
- Guest book table
- Seating card table
- Cake table
- Flowers for cake
- Cocktail tables
- Buffet tables
- Bar decor

Paper Products

- Programs
- Escort cards/chart
- Menus
- Table numbers
- Seating cards
- Bar menu

Reception - Rentals (Tableware)

- Salad plates
- Soup bowls
- Dinner plates
- Dessert plates
- Cake plates
- Base plates/chargers
- Salad forks
- Dinner forks
- Dessert forks
- Cake forks
- Soup spoons
- Salad knives
- Dinner knives
- Meat knives



Reception - Rentals (Coffee Service)

- Coffee cups
- Coffee saucers
- Coffee spoons
- Creamers
- Sugar bowls
- Coffee machine/percolator
- Thermos
- Tea bag bowl/recipient

Reception - Rentals (Bar)

- Water glasses
- Red wine Glasses
- White wine glasses
- Champagne flutes
- Highball glasses
- Whiskey glasses
- Shot glasses
- Margarita glasses
- Ice chests & ice scoops
- Ice bucket & tongs
- Water jugs
- Wine keys
- Bottle opener
- Bar knife
- Recipients for limes/olives/cherries
- Cocktail shaker

Reception - Rentals (Misc)

- Tent
- Dance floor
- Heaters
- Lighting
- Garbage pails
- Serving trays
- Chafing dishes & burners
- Serving spoons/forks
- Porta Potties
- Generator

