



## WEDDING CHECK – IN LIST

Please bring this filled out with your items the day of your drop-off appointment.  
All items must be removed at the end of your event.

Place in 3 bins, labeled with your name and date, with detailed directions for placement. Bins are not provided by The Vineyards, and must not exceed 20 gallons each. Please make sure all décor is table-ready. Please remove all unwanted stickers, price tags, and/or extra packaging. All battery-operated and traditional votives must be dropped off fully assembled. If you need more space to write, please type up an additional sheet and be as specific as possible. Photos welcome!

Wedding Name \_\_\_\_\_ Date \_\_\_\_\_

*Please circle if you have the following items:*

Individual, Alphabetized Escort Cards for a Table OR A Seating Chart Board for an Easel  
Would you like your seating arrangements placed in: The Lobby OR The Cocktail Hour

Card Box: Y (we do not provide a card box, please supply your own) Cake Topper: Y N

Toasting Flutes: Y N Cake Knife & Server: Y N  
(we can provide basic toasting flutes and/or cake knife & server if you do not have your own)

Guest Book or Signature Frame for Guests \_\_\_\_\_

Sweetheart Table Extra Decor: \_\_\_\_\_

Centerpieces: \_\_\_\_\_  
\_\_\_\_\_

Sketch if unique centerpiece setup:

Favors: \_\_\_\_\_

Circle One: Favor Table 1 Per Seat \_\_\_ # Per Table

Ceremony Items: \_\_\_\_\_

Ring Bearer Pillow: Y N Ring Bearer Sign: Y N Sand Ceremony: Y N  
Flower Girl Basket: Y N Own Aisle Runner: Y N Programs: Y N

Restroom Baskets: \_\_\_\_\_

Memory Table (in hospitality room): \_\_\_\_\_

Additional Items: \_\_\_\_\_  
\_\_\_\_\_