

DECOR INVENTORY WORKSHEET

Please fill this out and email to your planner before your Final Planning Meeting.

In order to ensure your wedding setup runs smoothly, we kindly ask that you remove any packaging or wrapping from your decor before it is delivered to us. Smaller items, such as place cards, should be sorted into smaller bags and labelled. Please note, we can only dispose of small items, such as used tealights, paper menus, etc.

[illegible]

Quantity	Item	Details	Check One:
Ceremony			
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
Cocktail Hour			
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
Reception - Guest Tables			
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose

[illegible]

Quantity	Item	Details	Check One:
Reception - Dessert Table			
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
Reception - Favors & Send Off			
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
Other			
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose
			☐ Pack Up ☐ Dispose