

Design & Decor Planning Meeting Worksheet

Use this printable worksheet to prepare and utilize during meetings with your planning team.

First Meeting Review

Let your planning team know if anything has changed in any of the following categories since your last meeting:

- ☐ Expected Guest Count
- ☐ Dinner Service Style
- ☐ Vendors
- ☐ Color Scheme & Theme
- ☐ Day of Contacts
- ☐ Timeline



Trademark Pro Tip!
Use the space below to take notes during your meeting. No need to share with your planning team - we will take our own notes. This space is just for you!

Guest Welcome

The perfect place to welcome everyone to your best day ever. Are we setting up any of the following?

- ☐ Welcome Table
 - ☐ Card box. This can also include something like a Honeyfund QR code!
 - ☐ Guestbook. Depending on your style, this can be interactive. Don't forget the pens!
 - ☐ Photos. Choose favorites from your engagement shoot or honor past family weddings.
 - ☐ Decor. This may include things like florals, runners, or pieces from our catalog.
- ☐ Welcome Sign
 - ☐ What size and type of sign? This could be standing, board, mirror, etc.
 - ☐ Do you need an easel?
 - ☐ Will you have any floral pieces?

Item	Where is it going?	What is on it?
Welcome Table		• • • •
Welcome Sign		• • • •

Ceremony.

The perfect spot for your “I Do’s!”

- ☐ Chairs
 - ☐ Which chairs will we be using?
 - ☐ What will the layout be?
 - ☐ Will you have any aisle decor?
- ☐ Altar
 - ☐ Do you want an arch?
 - ☐ What sort of florals will you have?
 - ☐ Will you need a table for a special part of the ceremony, such as a unity candle, cord and veil, communion, or glass breaking?

Item	Decor & Layout
Aisle & Chairs	• • • • •
Altar	• • • • •

Cocktail / Social Hour

This is the perfect time for your guests to mix & mingle while you take photos.

- ☐ Bar
 - ☐ Will you have a bar sign? This can include photos of the drinks or customized drink names.
 - ☐ Will you have decor? It’s not necessary but can add a fun touch!
- ☐ Furniture
 - ☐ Do you want cocktail tables?
 - ☐ Do you want lawn games?
 - ☐ Will you incorporate lounge sets?
 - ☐ Will you have floral accents?
- ☐ Seating Chart
 - ☐ What type of sign? This can be fun and interactive - ask your planning team for ideas!
 - ☐ Will you have florals or decor?

Item	Decor & Layout
Bar	• • •
Furniture	• • •
Seating Chart	• • •

Reception

Floorplan:

Let’s set up the perfect floorplan for you and your guests! Have answers ready for the following questions so your planning team can create a layout for you. You will be able to use this for your seating chart, which we’ll need by your final planning meeting.

- ☐ Sweetheart or Head Table?
- ☐ Farms, Rounds, or Both?

☐ If you’re using farms, would you like them to be connected or disconnected?
- ☐ Specialty Tables?

☐ Do you want to incorporate any serpentine, crescent, or children’s tables?

Guest Tablescapes:

Let’s design the perfect dinner experience for your guests. Fill in the table below with what you will be using for your tablescapes.

Item	Decor Selections
Napkins & Linens	• Napkin color: • Napkin fold: • Runners: • •
Plates & Chargers	• • •

Item	Decor Selections
Flatware	• • •
Glassware	• • •
Centerpieces (floral, candles, etc.)	• • • • •
Signage	• Table numbers: • Menus: • Place cards: • •
Chairs & Chairpads	• • •
Other	• • • • • •

Sweetheart / Head Table:

What are we setting up for our guests of honor?

Item	Decor Selections
Napkins & Linens	● Napkin color: ● Napkin fold: ● Runners: ● ●
Plates & Chargers	● ●
Flatware	● ●
Glassware	● ● ● ●
Centerpieces (floral, candles, etc.)	● ● ● ● ● ●
Chairs & Chair Pads	● ● ●

Other Specialty Tables:

Here are some other tables you may want to incorporate into your reception design.

- ☐ Favor Table (optional)
- ☐ Memory Table (optional). You may choose to have a space for anyone that is no longer with us, or a space to remember fond moments.
- ☐ Dessert Table

☐ What table are we using and where will it be located?

☐ What sort of display will be on it? Will you need a cake stand or dessert stands?

☐ Don't forget to bring cake cutters, if you're planning to cut your cake!

End of Meeting Details

Remember, you can make changes to these selections at anytime, as nothing you decide is set in stone until your final meeting.

Tasting:

You are welcome to attend one of our culinary tastings! Ask your planning team about selecting a date if you have not already done so. Note: if you are not enrolled in our Client Privilege program, additional fees apply.

Final Planning Meeting:

Please set a tentative date for your final planning meeting with your planning team. This should take place about three weeks before your wedding.