

# guest checklist

- Finalize guest list
- Final number of invited guests \_\_\_\_\_
  - # of adults \_\_\_\_\_
  - # of children \_\_\_\_\_
- Contact out-of-town guests with final wedding date and time in order to save the date
- Compile packet of hotel and city information for out-of-town guests
- Design/select and order invitations
- Design/select wedding announcement
- Design maps to be inserted into invitations
- Design agendas for out-of-town guests
- Design/select and order ceremony programs
- Confirm reservations for out-of-town guests
- Mail invitations
- Contact guests who haven't rsvp'd for wedding and rehearsal dinner
- Finalize seating chart
- Design/select thank you cards
- Hotel accommodations
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_



# Dillard's

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Gateway Mall



it's your *Wedding* you deserve the best!