

# Custodial Checklist for Weddings

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Wedding Date: \_\_\_\_\_

## Sanctuary Setup:

- Cleared platform (chairs and pulpit **ONLY**) **OR**
- Chairs left set up on platform
- 'Signing of the Register' Table on \_\_\_\_\_ Floor or \_\_\_\_\_ Platform
- Other setup: \_\_\_\_\_

\_\_\_\_\_

## Chapel Setup:

- Chapel chairs setup: How many \_\_\_\_\_ Chairs facing platform
- Other setup: \_\_\_\_\_

\_\_\_\_\_

## Stand-up Reception:

- Main Lobby
- South Foyer
- Table setup: Please mark how many - Round \_\_\_\_\_ Rectangle \_\_\_\_\_
  - Please note that the setup for the south foyer can only be set up along the outsides of the walls.
  - Table cloths, white \_\_\_\_\_, Table cloths, plastic \_\_\_\_\_
  - Coffee urns \_\_\_\_\_ Tea urns \_\_\_\_\_
  - Mark location of tables for main lobby below:

