



Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Event Date: \_\_\_\_\_

### Wedding Day Personal Items Checklist

**\*\*Personal Items May "Only" Be Delivered During The Week Of Your Wedding On Tuesday, Wednesday Or Thursday.  
Please Coordinate Delivery Time With Your Event Consultant\*\***

#### Ceremony Items

- \_\_\_ Aisle Runner
- \_\_\_ Baskets (For Programs/Yarmulkes, ect.)
- \_\_\_ Bobby Pins/ Hair Clips (For Yarmulkes)
- \_\_\_ Flower Girl Baskets
- \_\_\_ Glass For Breaking
- \_\_\_ Ketubah
- \_\_\_ Kiddush Cup
- \_\_\_ Programs
- \_\_\_ Ring Bearer Pillow
- \_\_\_ Unity Candles And Holders
- \_\_\_ Kosher Wine
- \_\_\_ Yarmulkes
- \_\_\_ Memory Candle

#### Ballroom Items

- \_\_\_ Cake Knife
- \_\_\_ Cake Server
- \_\_\_ Cake Topper
- \_\_\_ Candles
- \_\_\_ Champagne Flutes
- \_\_\_ Favors
- \_\_\_ Menu Cards
- \_\_\_ Table Names
- \_\_\_ Table Numbers

#### Lobby Items

- \_\_\_ Candles
- \_\_\_ Easel
- \_\_\_ Engagement Photos
- \_\_\_ Framed Table Seating Chart
- \_\_\_ Guest Book and Pens
- \_\_\_ Photographs
- \_\_\_ Place Card Holders
- \_\_\_ Place cards (Arranged In Alphabetical Order)

#### Miscellaneous Items

- \_\_\_ Cigars
- \_\_\_ Cigar Cutters
- \_\_\_ Family Heirlooms or Memorabilia
- \_\_\_ Flip Flops
- \_\_\_ Restroom Toiletry Baskets
- \_\_\_ Master Guest List
- \_\_\_ Personalized Cocktail Napkins
- \_\_\_ Personalized Matches

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\* Please Label All Boxes And Items With Your Last Names And Your Wedding Date\*\*\***

The Davenport Mansion is NOT responsible for lost, stolen or broken items and will not accept items of sentimental or monetary value.

Client Signature \_\_\_\_\_