**Setting Up the Site**

There are many site setup details that have to be handled the day of the wedding. Sometimes the site will include setup in its fee; sometimes the sites does it for an additional fee; and sometimes you will have to appoint a friend to handle it. As much as possible, you should schedule who will handle what and when.

Printed programs setup time __________ In charge __________________ Fee ______

Altar setup time __________ In charge __________________ Fee ______

Candelabras/candles setup time __________ In charge __________________ Fee ______

Audio equipment setup time __________ In charge __________________ Fee ______

Guest book, stand, and pen setup time __________ In charge __________________ Fee ______

Flower setup time __________ In charge __________________ Fee ______

Coat check attendant __________________________________________________ Fee ______

Janitorial cleanup time __________ In charge __________________ Fee ______

Additional _____________________________________________________________

Setup time __________ In charge __________________ Fee ______

Additional _____________________________________________________________

Setup time __________ In charge __________________ Fee ______

Person in charge of passing out birdseed/other ____________________________

Person in charge of watching gifts and moving them to reception ______________