PROGRESS CHECKLIST

GEG Team Experience

Progress Checklist

WEEK 13 | Project Block 10 Week

Once your guests have mingled through Cocktail Hour, they'll want to find their seat for the reception. You might be assigning tables or letting your guests choose. Either way it should be communicated, especially if any tables are reserved. Here is the Progress Checklist for all this week's Project Block. Have all these items checked and DONE prior to starting the next Project Block Week so you stay on track.

- ☐ Review the Week 12 Progress Blog Post again
- ☐ **Watch the Teachable Lecture for Project Block 10**
- ☐ RECEPTION SEATING: How will you organize your reception seating?
  - Open, Transitions, Escort or Place Card?
  - Design a Seating Chart Plan
  - Create a Seating Display - Refer to the P10 Pinterest Board for Inspiration
  - Create a Spreadsheet of the seating chart for quick reference
- ☐ RESERVED SEATING: Where will the Wedding Party and Family sit?
  - Identify how many seats to reserve {spouse & date count}
  - Create RESERVED table tents or signs
  - Communicate with reception venue which tables are reserved
    - Remember to have vases for the bridal and bridesmaids' bouquets at their tables
- ☐ TABLE TOURS
  - Identify your Table Tour Guide
  - Create a Signal System with your Guide
- ☐ ANNOUNCEMENT: Plan how you two Newlyweds will enter the Reception
  - Inform the DJ/Emcee of the proper wording you've chosen
  - Determine where you'll go from here
    - Straight to a Sweetheart Table and be served dinner
    - Open the buffet line and go through first on your own
    - Into a Receiving Line to greet guests
    - Into your first dance
  - Will the Wedding Party be announced as well?
    - Where will they go from here?
  - Select your Introduction Song for the Announcement
- ☐ Schedule a meeting with your Caterer to plan the menu {in about 3-4 weeks from now}
- ☐ Confirm with your venue the table count
  - Determine a best location for the P10 Seating Chart to be displayed
- ☐ Add a TABLE column to your Guest List Excel Spreadsheet
  - Begin assigning guests to tables
  - You can use this for a mail merge of escort or place cards later
- ☐ **WATCH | Mail Merge & P10 Workshop**
  - Assign an RSVP Tracking Number to each of your guest list address rows
- ☐ MAIL Save the Dates if you have not already. They should go out 7-8 Months prior to the Wedding.

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