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Who's In Charge of What List

Tent Erection_____

Ordering Porta Johns_____

Flowers(Florist)_____

Food (Caterer)_____

Serving Food_____

Putting Linen on Tables (when?)_____

Lighting Candles_____

Setting Up Chairs_____

Electricity for Event_____

Where the Band Parks_____

Where the Band Dresses_____

Lighting of Tiki Torches_____

Turn Fan/Heaters On and Off_____

Parking Lot Signs_____

When Band Starts and Stops_____

Light Plant (for parking area)_____

Break Down_____

Turns Lights On and Off_____

Spot Water Pipes in Ground (before tent set up)_____

Spot Electrical Wires in Ground (before set up)_____

Trashcans w/ Liners_____

Ordering Linen_____

Alcohol Ordering_____

Serving Ware_____

Dishes, Silverware, Glasses_____

Heaters or Fans (needed?)_____

Side Walls (needed?)_____

Type of Lighting_____

Paying the Clergy_____

PA System for Ceremony (lapel mics?)_____