

The Pinnacle Center  
Last Minute Checklist for Brides

- ♥ Assemble emergency kit for bridal room including safety pins, aspirin, tampons, scotch tape, scissors, sewing kit, Shout wipes and other sundries
- ♥ **Fold and alphabetize name cards**
- ♥ **Picture Frames need to be unwrapped & alphabetized**
- ♥ **Meal Selections must be marked on the front of the name cards (and a key to the designations must be provided)**
- ♥ **Table numbers listed on the outside of the name cards**
  
- ♥ Separate name cards and seating chart for head table
  
- ♥ Confirm delivery times with florist - typically **after 2pm**
- ♥ Confirm details with bakery – delivery **after 2pm**, list of items needing to be returned, and they must provide a cake box to take home anniversary layer and additional boxes for leftover cake
  
- ♥ **Remind bridal party to have their identification with them in the bridal room for service staff to confirm drinking age**
- ♥ **No identification-no alcoholic beverages.**  
**No alcohol can be brought on Pinnacle Property (bridal room, parking lot, ballroom, etc)**
  
- ♥ Make arrangements for all centerpieces, gifts, decorations, etc. to leave the facility **the evening of your reception**
  
- ♥ Provide extension cords for any lighting you do on head, gift or cake table
  
- ♥ The Pinnacle Center will put out name cards that are alphabetized & folded , toasting glasses, cake knife, picture and/or guestbook & favors. Any cameras to be placed on the tables by The Pinnacle Center must be unwrapped.
  
- ♥ **Individual candy favors not meeting our guidelines will not be put out.** (no soft mints)