

Post Wedding Clean Up Checklist

Pre-Cleanup Preparation

- Delegate Responsibilities:** Assign specific tasks to your cleanup crew.
- Create a Timeline:** Establish a clear timeline for the cleanup process, factoring in the venue's schedule and any time restrictions.
- Collect Supplies:** Gather all necessary cleaning supplies and equipment (trash bags, recycling bins, cleaning products, brooms, mops, vacuum cleaners, and paper towels)

Venue Cleanup: Table Settings

- Clear tables of plates, glasses, and silverware.
- Stack used plates neatly.
- Remove linens and tablecloths.
- Collect centerpieces, vases, or candles.

Venue Cleanup: Dance Floor

- Sweep and mop the dance floor to remove any debris or spilled drinks.
- Check for any lost items like jewelry or personal belongings.

Venue Cleanup: Trash and Recycling

- Empty trash cans and replace liners.
- Separate recyclables (glass, plastic, paper) and dispose of them properly.

Venue Cleanup: Food and Bar Areas

- Clear leftover food and beverages.
- Clean up any spills, crumbs, or stains.
- Remove leftover cake and desserts.
- Return unused items to the catering team.
- Collect empty bottles and glasses.
- Dispose of ice
- Dispose of any remaining alcohol.
- Dispose/collect unused napkins

Venue Cleanup: Gift Table

- Gather and secure all gifts and cards.
- Ensure any envelopes or valuable items are accounted for.

Venue Cleanup: Outdoor Areas

- Collect any outdoor decorations or furniture.
- Dispose of any litter in the surrounding area.
- Ensure that guests have cleared the parking area and all vehicles are accounted for.