



NEW LISTING

checklist

Complete this handy checklist and you'll have everything you need to successfully list and share a wedding package.

Sign-up and create your member profile.

Find all the details about setting up your profile in [this blog post](#), which walks you through exactly what you'll need to include in it.

Create a detailed inventory list.

Use this [Inventory list & Replacement Cost template](#) to record what each item is, what it costs, how many of each item you have and more. This template helps you protect what's yours and avoid any issues in the unlikely event that items come back damaged, or don't come back at all.

Send us a copy of your detailed inventory list.

When your inventory list is complete, submit a copy of it to info@borrowedwedding.com. That way if any issues arise, we have documentation to resolve them in a quick manner.

Download the inspection report template and add your inventory to it.

This [Inspection Report template](#) holds both parties accountable to the state of items being rented. Use it at the start and end of a rental period to account for any damaged, lost or destroyed items.

Gather photos of your items.

You want prospective renters to be able to visualize what their big day will look like, so the more photos the better. If you have professional photos from another event (and have permission from the photographer) feel free to use them. Just make sure you give a shout out to the photographer in the photo credit section when you create your listings. In addition to lifestyle photos, we recommend posting individual photos of each item.

Click "List a wedding" and fill out the listing fields.

Review your listing for compliance.

To avoid any posting delays make sure your profile and listing(s) meet the following criteria:

- Does your profile exclude business names, URLs or logos?
- Does your package meet the minimum listing criteria?
 - Minimum of 5 items in accent, reception & ceremony packages.
 - Minimum of 15 items in full wedding packages
- Does your listing have a descriptive title?
- Does your listing have a detailed description that includes:
 - a paragraph describing the package
 - itemized list of included items
 - quantities of each item
 - Total retail/replacement value of your package
 - Additional rental periods (optional)
 - If you chose this option, did you create Promo codes in your member profile, so renter receive additional discounts at checkout
- Do the images you included in your package accurately represent the items included?
- Have you included an image of each item?
- Does your package pricing adhere to the [Borrowed Wedding price requirements](#)?
 - Borrowed Wedding requires each package to be discounted anywhere between 20-80% off their replacement value.

*** If you answered no to any of the above questions, your package may be flagged for non-compliance and you will be required to make additional changes before your listing will be approved.