

To help your event run smoothly, be sure to start your wedding day planning early. Many professionals require you to fill out their forms with your wedding information. The following form will help you with this task, fill in the blanks, make copies and give to your vendors. **Helpful hint:** Carry a note pad with you to jot down any questions that you might think of. When you talk with your wedding professionals, you will have your list of questions.

Your Event

TYPE OF EVENT: _____
DATE OF EVENT : _____ HOURS OF EVENT : _____
EVENT LOCATION : _____
ADDRESS : _____
CONTACT PERSON : _____
TELEPHONE NUMBER : _____ FAX: _____
(Time facility opens for access :) _____

About You

YOUR NAME : _____
YOUR ADDRESS : _____
YOUR PHONE NUMBER(S) AND BEST TIME TO CALL : _____
E-mail Address: _____
Age of Bride : _____ Age of Groom : _____
Contact upon arrival at event : _____
Number of guests : _____ Number of tables : _____ Table Numbers : Yes _____ No _____
Person responsible for payment or to approve overtime : _____
Function Is: Inside: _____ Outside: _____ (Any special conditions, please note.)
Are there steps for load-in : Yes _____ No _____ Load in: Front _____ Back _____
If event is on 2nd level, is there a handicapped ramp : _____ or elevator: _____
Ceremony Location: _____ Reception Location: _____
Wedding Coordinator : _____ Photographer: _____ Video: _____
Caterer: _____ Bakery: _____ Florist: _____
Tux's: _____ Limo: _____ Music: _____
Travel: _____

Types of music you like.

____ 50/60's ____ Disco ____ 80's ____ Swing ____ Adult Contemporary ____ Country ____ Love Songs ____ Top 40 ____ Hip Hop
____ Dance Rock ____ Jazz/New Age ____ Variety ____ House ____ Latin ____ Dance Rock ____ Group Dances
Other: _____

Special Requirements / Notes: _____

This portion is for your Wedding Day Reception. Fill in blanks with names/song titles and you will get an idea of what events will take place during your reception. Traditional receptions will consist of: Grand Entrance, First Dance, Blessing, Food, Bride-Father/Groom-Mother Dances, Cake Cutting, Bouquet & Garter and Last Dance. The below order of events are for a traditional reception. **YOUR** reception can be any combination of events, traditional or non-traditional. The possibilities are endless, have fun.

Grand Entrance

(Introduce the following for our Grand Entrance:)

Parents of Bride: _____

Parents of Groom: _____

Other: _____

BridesMaid: _____ Groomsman: _____

BridesMaid: _____ Groomsman: _____

BridesMaid: _____ Groomsman: _____

BridesMaid: _____ Groomsman: _____

BridesMaid: _____ Groomsman: _____

BridesMaid: _____ Groomsman: _____

Maid/Matron of Honor: _____

Best Man: _____

Flower girl: _____ Ringbearer: _____

Newlyweds formally introduced as: _____

First / Nicknames of Bride & Groom: _____

Reception Events

First Dance for Bride & Groom: _____

Toast given by: _____

Blessing given by: _____

Food: circle one: (Hors D'Oeuvres) (Buffet) (Sit Down)

Bride & Father Dance: _____

Groom & Mother Dance: _____

Bridal Party Dance: _____

Guest Party: (This segment is uninterrupted party/dance music.)

Dollar Dance: Yes _____ No _____ (Men line up to dance w/Bride, Women line up to dance w/Groom. They pay to dance with newlyweds. Bride could have a money purse or Maid of Honor can collect.)

Cake Cutting: circle one: (Easy music in background) (No Music)

Bride tosses bouquet to single women: _____

Groom removes garter: _____

Groom tosses garter to single men: _____

Man who catches garter, puts on leg of woman who caught bouquet: _____

Last Dance for Bride & Groom: _____

Exit: circle one: (Birdseed) (Rice) (Bubbles) (Flower Petals)