

LET'S PLAN A WEDDING!

GENERAL INFORMATION

Who's the Bride?	
Bride's email?	
Cellphone Number?	
Address?	
Best time to contact?	
Who's the Groom?	
Groom's email?	
Cellphone Number?	
Address?	
Best time to contact?	

RECEPTION INFORMATION

Reception Date: _____ Time for guests to arrive: _____

Reception Location & Address: _____

Banquet Manager (Facilities Contact): _____

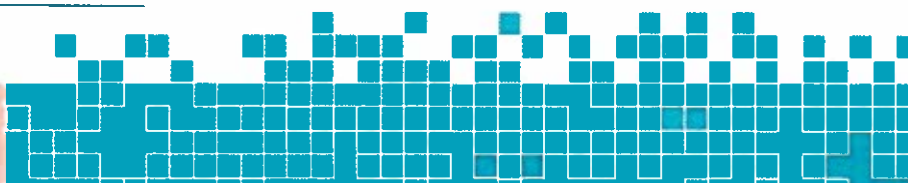
Location's Phone Number: _____

Type of meal: BUFFET ☐ SIT DOWN ☐ FINGER FOOD ☐ OTHER ☐

Open Bar? YES ☐ NO ☐ Cocktails will be served from _____ to _____

What time is dinner? _____ Number of guests: _____

Wedding Colors: _____



WEDDING PARTY INFORMATION

Bride & Groom: _____

Maid/Matron of Honor: _____

Best Man: _____

BRIDESMAIDES

GROOMSMEN

Flower Girl: _____

Ring Bearer: _____

Parents of Bride: _____

Parents of Groom: _____

CEREMONIES

When will be the first dance? BEFORE DINNER ☐ AFTER DINNER ☐
OTHER _____

First Dance Song (Title/Artist): _____

Second Dance Song (Title/Artist): _____

Bride & Groom with Parents Only? _____ Bride & Groom with Bridal Party? _____

Bride & Groom with all guests? _____ Other? _____

Father/Daughter Dance? YES ☐ NO ☐ Song: _____

Mother/Son Dance? YES ☐ NO ☐ Song: _____



CERMONIES CONTINUED

What were the songs that your parents played at their weddings?

Any other special dances?

Grand March? YES ☐ NO ☐ If yes, then when?

Cake Cutting Song:

 Saving the top?

Dollar Dance Songs:

Is there an age limit for Bouquet Toss? YES ☐ NO ☐

Song?

Is there an age limit for Garter Toss? YES ☐ NO ☐

Song?

LET'S TALK MUSIC

UNLIMITED CHECKMARKS! GIVE US SOME IDEAS/ARTISTS

Music preferred for cocktail hour and/or meal

Jazz ☐

Classical ☐

Country ☐

Top 40 ☐

Contemporary ☐

Other ☐



MUSIC CONTINUED

Music preferred for dancing

Will the guests be able to make special requests? _____

Top 40 ☐

Oldies ☐

Dance Club Hits ☐

Disco & Classic 70s ☐ Progressive Rock 1990 ☐ Country ☐

Some Bride's Favorites?

Some Groom's Favorites?

ANY CONCERNS FROM THE BRIDE OR GROOM??

LET'S DO THIS!



WEDDING PARTY ANNOUNCING LINE UP

BRIDE’S PARENTS	
GROOM’S PARENTS	

Bridesmaid 1		Groomsmen 1	
Bridesmaid 2		Groomsmen 2	
Bridesmaid 3		Groomsmen 3	
Bridesmaid 4		Groomsmen 4	
Bridesmaid 5		Groomsmen 5	
Bridesmaid 6		Groomsmen 6	

Flower Girl	
Ring Bearer	



THE NEW MR & MRS



EVENT COMPANIES AND CONTACT INFO

VENUE CONTACT	
PHOTOGRAPHER	
PHOTO-BOOTH	
LIMO/BUS	
CATERERS	
CAKES & COOKIES	
VIDEOGRAPHER	
BARTENDER	
FACE PAINTERS	
CLOWNS	
OFFICIANT	

EVENT ITINEARY

1:30	
2:00	
2:30	
3:00	
4:30	
5:00	
5:30	
6:00	
6:30	
7:00	
8:00	
8:30	
9:00	