



CEREMONY PLANNER

Please help us to serve you better by providing us with the following information. Your answers will help us make your wedding day more enjoyable. To ensure that everything goes as smoothly as possible, please return this form at least seven (7) days prior to your wedding date. If you have any questions, please do not hesitate to contact us. Our contact information is on the last page of this document. Please note that the information you provide in this document is not considered an extension of your contract.

CLIENT INFORMATION

Name of Corporation / Organization	
Name of Main Contact Person	
Client's Day Phone Number	
Client's Night Phone Number	
Client's Cell Phone Number	
Client's Email Address	

CEREMONY INFORMATION

Date of Event	
Type of Event	
Venue Name	
Venue Address	
Approx. Number of Guests	
Guest Arrival Time	
Actual Time of Ceremony	

MUSIC CHOICES

Processional (Bridal Party)	
Artist	
Title	

Processional (Bride)	
Artist	
Title	

Family Ceremony (i.e. Sand Ceremony, etc.)	
Artist	
Title	

Signing of Registry	
Artist	
Title	

Recessional	
Artist	
Title	

VENDOR INFORMATION

PLEASE PROVIDE VENDOR NAME & WEBSITE FOR EACH:

Salon: _____

Dress: _____

Bridesmaid Dress: _____

Tuxes / Suites: _____

Shoes: _____

Jewelry: _____

Flowers: _____

Lighting: _____

Coordinator: _____

Entertainment: _____

Photo Booth: _____

Transportation: _____

Food: _____

Alcohol: _____

Lodging: _____

Cake: _____

Decor: _____