



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: _____