National Event Productions

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 Event Planning Guide

Engaged Couple Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name and title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Directions :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PH Num\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photographer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PH Num\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Preferred attire for your Event Coordinator/DJ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Would you like for your Event Coordinator/DJ to provide music for your wedding

ceremony? \_\_\_\_\_\_Yes \_\_\_\_\_\_No

\*Would you like professional dancers, magicians, dance instructors, Photobooth, 360 video booth, acoustic guitarists, any possible entertainment that you can dream of?

\*What time will your guests start to arrive at the facility? \_\_\_\_\_\_\_\_\_\_\_AM/PM

\*Approximately how many guests do you expect? \_\_\_\_\_\_\_\_\_\_\_

 \*Who will be the caterer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catering Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ph Num\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*What other vendors are you currently working with and/or can we help out with anyone else to assist you with planning your Event

\_\_\_\_Event Coordinator \_\_\_\_Facility \_\_\_\_Photographer

\_\_\_\_Flowers \_\_\_\_Cake Baker \_\_\_\_Videographer

\_\_\_\_Caterer \_\_\_\_Decor/Favors \_\_\_Invitations \_\_\_\_Travel Consultant

\_\_\_\_\_Limo/Transportation \_\_\_\_Dress Shop \_\_\_\_Men’s Formalwear

**NOTES**

*Event Schedule*

Classic Options:

Grand Entrance, welcome speech, Toasts, prayer, dinner, cake cut, 1st Dance, Other family dances, any other wedding related events, Hide-the-bride, shoe game, anniversaries, Birthdays, anniversary dance, garter toss, bouquet throw, shoe game

 Event Timeline

*This section to be completed by your event coordinator/DJ with you at your final meeting*

Time Event Music

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Grand Entrance/Introductions

\**Please keep in mind that everyone being introduced will need to be lined up before entering the reception facility*

Parents/Family Members/Anyone you’d like to be introduced, flower children, Ring bearer, Bridesmaids, Groomsmen,etc

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“And Now Mrs. \_\_\_ and Mrs.\_\_” , “Finally Mr. and Mr.\_\_\_\_” , “Last but definitely not least, introducing for the first time, The new Mr. and Mrs.”

(Word this how you would like to be introduced) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_