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WEDDING PLANNING GUIDE

Contact Information

Engaged Couple Names: _____

Home Phone# _____ Cell Phone# _____

Email: _____

Wedding Date: _____

Facility: _____ Contact: _____

Facility Address: _____

Facility Phone#: _____

Facility Directions: _____

Wedding Planner: _____ Phone#: _____

Photographer Name: _____ Phone#: _____

Event Coordinator/DJ Preferences

**Personality preferred for your Event Coordinator/DJ?*

_____ **Outgoing** (Reception agenda coordination, Motivates and encourages guests to dance, Takes requests, Makes all announcements)

_____ **Quiet** (Reception agenda coordination, Takes requests, Makes all announcements)

**Preferred attire for your Event Coordinator/DJ?* _____ Suit & Tie _____ Other
(List) _____

**Would you like for your Event Coordinator/DJ to provide music for your wedding ceremony?* _____ Yes _____ No

**Other preferences:* _____

**Would you like professional dancers for your event?*

_____ Party Motivators _____ Dance Instructors _____ Entertainment, What kind? _____

Time Schedule

*What timeframe would you like your Event Coordinator/DJ to provide their services for? From: _____AM/PM To: _____AM/PM
(NOTE: Your Event Coordinator/DJ will arrive approximately one hour before the scheduled time to start playing music included in the package.)

*What time will your guests start to arrive at the facility? _____AM/PM

Additional Details

*Approximately how many guests do you expect? _____

*What type of meal will be served?

____ Hors D'oeuvres only ____ Buffet ____ Served ____ Food Stations
 ____ Family

*Who will be the caterer? _____

Catering Contact: _____ Phone# _____

*What other vendors would you like to get information to assist you with planning your special day?

____ Wedding Planner ____ Facility ____ Photographer ____ Videographer

____ Flowers ____ Cake Baker ____ Caterer ____ Decor/Favors ____ Invitations

____ Travel Consultant ____ Dress Shop ____ Men's Formalwear

____ Limo/Transportation

Notes:

Grand Entrance: Introductions

**Please keep in mind that everyone being introduced will need to be lined up before entering the reception facility for the first time with the bridal party.*

Bride's Parents: _____ **or**
Mother: _____ **with escort:** _____
Father: _____ **with escort:** _____

Groom's Parents: _____ **or**
Mother: _____ **with escort:** _____
Father: _____ **with escort:** _____

Flower girl _____ **Ring Bearer** _____
Escorted by: _____

Bridesmaids	Groomsmen
1. _____	Escorted by: _____
2. _____	Escorted by: _____
3. _____	Escorted by: _____
4. _____	Escorted by: _____
5. _____	Escorted by: _____
6. _____	Escorted by: _____
7. _____	Escorted by: _____
8. _____	Escorted by: _____
9. _____	Escorted by: _____

Maid/Matron of Honor: _____
Escorted by
The Best Man: _____

“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)
