



# Wedding Information Form

<b>COUPLES INFORMATION</b>	
Bride & Grooms name	
Telephone number	
Email address	
<b>WEDDING INFORMATION</b>	
Wedding venue	
Wedding date	
Wedding theme (if there is one eg.rustic, monochrome etc)	
Wedding colours	
Number of guests	
Number of guest tables	
Top table shape (round or banquet & number of people on it)	
Earliest available date and time to set up	
Collection date and time	
<b>CEREMONY INFORMATION</b>	
Location of ceremony? Room name, inside/ outside?	
Would you like a welcome sign?	
Would you like an aisle runner?	
Would you like chair covers? If yes, how many?	
Would you like chair Sashes? If yes, how many and what colour?	
Would you like flowers sprays on the aisle chairs? If yes, how many?	
Would you like flower sprays on the floor along the aisle?	
Would you like floating candles along the aisle?	

Would you like ceremony table decor?	
Would you like a ceremony backdrop?	
Would you like any other items/decor not mentioned above for your ceremony?	
<b>WEDDING BREAKFAST INFORMATION</b>	
Location of wedding breakfast? Room name? Inside/outside?	
What is the shape of your tables? Round/banquet?	
Would you like tablecloths? If yes, how many? (Most venues provide these so always check with them)	
Would you like table runners? If yes, how many?	
Would you like placemats? If yes, how many?	
Would you like napkins? If yes, how many and what colour?	
Would you like table centrepieces? If yes, what style & how many?	
Would you like candles on the table?	
Would you like chair sashes? If yes, how many and what colour?	
Would you like a seating plan?	
Would you like table numbers?	
Would you like a card box?	
If there is any other decor you would like or any other information you would like to give us please put it here.	

Thanks for completing this form. Please pop this back to us as soon as you can along with any pictures or your Pinterest board of things you have seen and liked so we can build up a picture of how you would like your day to look and enable us to provide the best service and price for you. As a reminder, we are extremely fair and flexible so totally understand the above may change along the way.

Speak soon

## Kimberley & Claudia

Sort It Out Weddings & Events  
 Kimberley 07508012607 Claudia 07777664967  
[info@sortitoutevents.co.uk](mailto:info@sortitoutevents.co.uk) [www.sortitoutevents.co.uk](http://www.sortitoutevents.co.uk)