|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Set Up & Coordinating:** | | *(Company Name)* | | | |
| Name: |  | Ph# |  | arriving time | 00:00 |
| Web: |  | email: |  | | |
| **Day Of Planner:** | | *(Company Name)* | | | |
| Name: |  | Ph# |  | arriving time | 00:00 |
| Web: |  | email: |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Venue A\* (Reception):** Name | |  | | | | Ph# | |  | | | |
| Contact Person: |  | | | | | Ph# | |  | | | |
| Address: |  | City | |  | | St |  | | Zip | |  |
| WiFi: |  | Password: | | |  | Open Time | | | |  | |
| **Location B\* (Ceremony):** Name | | |  | | | Ph# | |  | | | |
| Contact Person: |  | | | | | Ph# | |  | | | |
| Address: |  | City | |  | | St |  | | Zip | |  |
| Special instructions, Codes, ect. | | |  | | | Open Time | | | | 00:00 | |

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| --- | --- | --- | --- | --- | --- |
| **Makeup and Hair:** | | *(Company Name)* | | | |
| Name: |  | Ph# |  | arriving time | 00:00 |
| Web: |  | email: |  | | |
| **Photography:** | | *(Company Name)* | | | |
| Name: |  | Ph# |  | arriving time | 00:00 |
| Web: |  | email: |  | | |
| **Cake:** | | *(Company Name)* | | | |
| Name: |  | Ph# |  | arriving time | 00:00 |
| Web: |  | email: |  | | |
| **DJ:** | | *(Company Name)* | | | |
| Name: |  | Ph# |  | arriving time | 00:00 |
| Web: |  | email: |  | | |
| **Officiate:** | | *(Company Name)* | | | |
| Name: |  | Ph# |  | arriving time | 00:00 |
| Web: |  | email: |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bride: |  | Ph# |  | Email: |  |
| Groom: |  | Ph# |  | Email: |  |
| Best Man: |  | Ph# |  | Email: |  |
| MOH: |  | Ph# |  | Email: |  |