|  |  |
| --- | --- |
| **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 |

|  |  |
| --- | --- |
| **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: |       |