



WEDDING INFO SHEET 2025

Circle: **Bride Groom** _____

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Phone 1: _____ Phone 2: _____

Email Address(es): _____

Date(s) of event: _____

(If event will be held over two or more days, please attach additional info detailing which events will be held on which days, and in what desired order...as no two events are identical.)

Wedding Ceremony location: _____

Where will ceremony be held? Same room as reception _____ Different room at same venue _____

Foyer of same venue _____ Patio/Outdoor area of same venue: _____ Different location/venue _____

Please Describe: _____

Ceremony Address, IF different than reception venue: _____

Ceremony time: _____ Approx. end time: _____ Distance to reception: _____ minutes or N/A

Where will cocktail hour occur? Same room as reception _____ Different room; same venue _____

Foyer of reception room _____ Patio/Outdoor area of same venue: _____ Different location/venue _____

Please Describe: _____

Cocktail Address, IF different than reception venue: _____

Cocktail Hour Location: _____

Cocktail address, if different: _____

Reception Venue: _____

Reception Address: _____

Reception Venue Contact Name: _____ Phone: _____

Reception start time (if known): _____ Expected End Time: _____ DJ* _____

*DJ end time if different from event end time

Alternate end-of-night instructions: _____

After Party Location, if applicable: _____

Approx # of guests: _____ adults / _____ kids under 5, + _____ in bridal party (including the two of you)

Notes: _____

☐ I wish to have a dedicated Party Motivator/MC working with my DJ.

☐ I wish to have an MC who will lead my guests in line dances.

Wedding Planner/D.O.C.: _____ Phone: _____

OR: ☐ "I'd like to hire a **wedding planner** provided by Keystone Entertainment & Events."

☐ I'd like to hire a **dedicated day-of coordinator** for my: ____ rehearsal ____ ceremony ____ reception

Wedding Colors: _____ Or: not decided yet _____

Wedding Theme: _____ None ____ Not decided _____

What lighting option appeals to you? ____ Standard dance lighting ____ Deluxe dance lighting*

**Deluxe options are ideal for large rooms with high ceilings, or symmetrical placement along a long wall.*

☐ I'm interested in learning about additional room and/or dance lighting options for my event.

Please check any items/services that you wish to learn more about possibly having at your event:

☐ Custom Monogram

☐ Custom Gobo (for wall, floor, or ceiling)

☐ Uplighting, pinspotting, wash lighting, and/or other room lighting

☐ Pipe & drape (covering or backdrop)

☐ Florals (fresh or artificial):

____bridal party

____ceremony

____reception

☐ Decorating services/rentals

☐ Mirror Air Photo Booth

☐ Open Air Photo Booth

☐ Selfie Station

☐ Dancing in the Clouds

☐ Cold Spark Machines

☐ Love Story

☐ Cake Mapping

☐ Karaoke

☐ Other: _____

☐ Thematic Gobos to enhance floors, walls, and/or ceilings (describe): _____

Please email your completed form to us at: info@keystoneent.net.
Or mail it to: Keystone Entertainment, 893 Crane Ave., Pgh., PA 15216
You may also text it to 412-931-7664
or please call us to ask for our help in completing it.

Thank You!

For Keystone Use Only:

Date of first contact: _____ Referred by: _____

Follow-up: _____

Notes: