

Wedding Information

Status of Payments: _____ Proof
of Insurance Y or N

Wedding Date _____ Time _____

Bride _____ Phone Number _____

Emergency Contact _____ Phone Number _____

Groom _____ Phone Number _____

Emergency Contact _____ Phone Number _____

Fridays arrival time to decorate _____

Rehearsal Time _____ Dinner Time _____ Tables _____

Saturdays arrival time _____ Bridal Suite Y or N

Vendor(s)/Contact Number _____ Arrival Time _____

Vendor(s)/Contact Number _____ Arrival Time _____

Vendor(s)/Contact Number _____ Arrival Time _____

Sunday arrival time to clean up _____

Clean up charge \$ _____

Head Table/Bridal Party:

Number in Bridal Party(including B/G) _____ Tables/Linens Needed 6' _____ 8' _____

Sweetheart Table Y or N Rectangle Linen Color: Fitted White or Black

Round White, Gray, Black, Navy or Red Rectangle Blush

Guest:

Number Of Guest _____ Tables/Linens Needed _____

Round Linen Color: White, Black, Gray, Navy(16), Red (15)

Seating Chart Y or N

Food/Drink:

Number Of Food Tables/Linens 8' _____ 6' _____ Fitted Linen Color: Black or White

Food Location Inside or Outside Inside Location _____

Outside Location _____ 10x20 Canopies Needed Y or N Canopy Fee\$ _____

Bar Location _____ Cake Spool Location _____ Spool Linen Y or N Color _____

Drink Dispensers Y or N Beer Trough Y or N Galvanize Drink Tub Stand Y or N

Indoor Setup:

Walkway Location _____ Gift Table Location _____

Table for DJ Y or N Location _____ DJ/# _____

Additional Tables Needed _____

Ceremony:

Ceremony Table Y or N Number of Family Chairs _____ Speaker/Microphone Y or N

Wedding Entrance Song _____

Additional Needs/Instructions _____
