



Rochelle Hart
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CLIENT PROFILE – WEDDING

BRIDE: _____ GROOM: _____

ADDRESS: _____

PHONE: (H) _____ (C) _____ EMAIL: _____

WEDDING DATE: _____ TIME: _____ TO _____ LOCATON: _____

WHAT SERVICE DO YOU NEED FROM YOUR WEDDING PLANNER SERVICES:

_____?

Designing invitations, programs, seating charts, guest gifts, organizing guests w/accommodations, directions, etc, organize rentals, set-up and tear down, organize parking, decorations, organize and oversee all facets of the event to include all venders (outside & through Rustic Gatherings) These services are billed at \$55per hour. (We also have planning packages)

CATERING

GIVE CLIENT: *PERSONAL CHEF EVENT CATERING FORM & CLIENT HEALTH ALLERGY FORM*

COST OF CATERING:

\$_____PP Includes: breads, salad, entrée, vegetable, starch. Soups/chowders seasonally. Appetizers & Desserts are priced separately

WHATS YOUR WEDDING BUDGET: _____

WOULD YOU LIKE US TO CATER A REHEARSAL DINNER:

_____?

IF YES, WHAT ARE YOUR IDEAS FOR THE REHEARSAL DINNER:

_____?

ESTIMATED NUMBER OF GUESTS: _____ OTHER: _____
(Review Client Event Contract)

BUFFET STYLE: ____ FAMILY STYLE: ____ PLATED: ____

APPETIZERS: _____ LIGHT__ PUB STYLE __ ELEGANT__ SEASONAL __ HOT__ COLD__

WHAT ARE SOME OF YOUR FAVORITE FOODS:

_____?

WHAT ARE SOME OF YOUR FOOD IDEAS:

_____?

WHAT ARE YOUR COLORS:

_____?

DO YOU HAVE A THEME:

_____?

ARE YOU DOING PLANNED SEATING:

_____?

WHAT ARE YOUR IDEAS FOR THE TABLES:

_____?

DO YOU NEED HELP WITH THE TABLE DÉCOR:

_____?

DO YOU NEED A BARTENDER: _____?

RENTALS

WOULD YOU LIKE US TO HANDLE RENTALS FOR YOU:

_____?

FLATEWARE: _____ PLATE SETTINGS: _____ GLASSES _____ CHARGES _____ LIGHTTING: _____

CHAIRS: __ STYLE _____ # _____ CHAIR COVERS: _____ STYLE: _____
COLOR: _____

TABLES: _____ STYLE: ROUND: _____ # _____ LONG: _____ # _____ OTHER SIZE: _____

DANCE FLOOR: __ SIZE: _____ ARCH /TRELLIS: _____ STAGE: _____

(OPTIONAL)

TABLE CLOTHES: ___ COLOR: _____ # ___ NAPKINS: ___ COLOR: _____

CHAIR COVERS: COLOR: _____ BURLAP, MAROON, WHITE, PURPLE

OTHER IDEAS

CAKE

SIMPLE ELEGANT (3 tier, smooth buttercream, flowers, ribbon w/pearl finish)

PROFESSIONALLY DETAILED (3 tier, consultation, intricate designs using icing & fondant)

WOULD YOU LIKE A CAKE SAMPLE: _____?

FLAVORS: FIRST LAYER: _____ FILLING: _____

SECOND LAYER: _____ FILLING: _____

TOP LAYER: _____ FILLING: _____

FROSTING: _____

FLOWERS: _____

PILARS: _____

COLORS: _____

DESIGN: _____

THEMED CAKE: _____

OTHER: _____

DJ SERVICES/LIVE BANDS

ARE YOU LOOKING FOR DJ AND MC SERVICES:

_____?
(Give client DJ Worksheet to look at and fill out if they are interested in these services)

ARE YOU LOOKING FOR LIVE BAND:

_____?

FLORAL SERVICES

FLORAL TYPE AND STYLE: _____

DO YOU HAVE PICTURES OR IDEAS:

_____?

FLOWER IDEAS FOR GIRLS:

OF BOUQUETS (CARRY): BRIDAL _____ MAID OF HONOR _____ BRIDES MAIDS _____

FLOWER GIRL _____ ARRANGEMENT FOR HER OR LOOSE _____

FLOWER IDEAS FOR BOYS: _____

OF BOUTONNIERES: GROOM _____ BEST MAN _____ GROOMSMEN _____ FATHERS _____
USHERS _____

OF CORSAGES: MOTHER OF BRIDE: _____ MOTHER OF GROOM: _____ GRANDMOTHERS: _____

TABLE ARRANGEMENTS: _____

GUEST BOOK/OTHER LOCATION ARRANGMENTS:

CHURCH/WEDDING LOCATION ARRANGMENTS: _____

PHOTOGRAPHY

ARE YOU LOOKING FOR A PHOTOGRAPHER AND VIDEOGRAPHER:

_____?

BUDGET: _____

MUSIC OR DVD PRODUCTION

WOULD YOU LIKE A SLIDESHOW OF PICTURES: _____?

WOULD YOU LIKE A SLIDESHOW MOVIE: _____?

WOULD YOU LIKE A MUSIC CD OF WEDDING SONGS PLAYED: _____?

MOVIES AS GIFTS: _____ MUSIC CD AS GIFTS: _____

UNIQUE PARTY GIFTS AND/OR PLANNING MATERIAL

WOULD YOU LIKE US TO DESIGN PARTY/WEDDING GIFTS: _____?

WHAT ARE YOUR IDEAS: _____?

WOULD YOU LIKE THE FOLLOWING: TABLE #'S _____ SEATING CHART _____ WEDDING PROGRAM _____ WEDDING PARTY PLANNER _____ MENUS _____ WEDDING INFORMATION _____? INVITATIONS _____ SIGNS _____

OTHER: _____

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NOTES:

NAME AND NUMBER OF SECURED VENDORS

VENUE _____

CATERER _____

DJ/BAND _____

LIMOUSINE _____

PHOTOGRAPHER _____

VIDEOGRAPHER _____

FLORIST _____

BAKERY _____

BRIDAL
BOUTIQUE _____

(This service is considered Planning/Organizing Services and billed out at \$65per hour for first initial hour, all other consultations are included in the Diamond package)