



# WEDDING PLANNER FORM

Please return or email completed form 30 days prior to your date!

## LOCATION OF RECEPTION

DATE OF THE EVENT: NAME OF ENTERTAINER: \_\_\_\_\_

NAME OF VENUE: PHONE # \_\_\_\_\_

VENUE ADDRESS: \_\_\_\_\_ CITY/STATE \_\_\_\_\_

DO YOU HAVE A CONTACT PERSON AT THE RECEPTION HALL? (Name) \_\_\_\_\_

IS THE HALL ON THE 1ST FLOOR Yes  No

IS THERE AN ELEVATOR Yes  No

ARE THERE ANY STEPS INTO HALL Yes  No

HOW MANY GUESTS ARE INVITED? \_\_\_\_\_

IS THE DJ INVITED FOR DINNER? Yes  No

## TIMES

WHEN DOES THE CEREMONY END? \_\_\_\_\_

WHEN WILL GUESTS ARRIVE AT THE HALL? \_\_\_\_\_

WHAT TIME WILL THE BRIDAL PARTY ARRIVE AT THE HALL? \_\_\_\_\_

WHAT TYPE OF TRANSPORTATION WILL YOU BE ARRIVING IN? \_\_\_\_\_

## BRIDAL PARTY/INTRODUCTIONS INTO HALL

NAME OF BRIDAL PARTY SONG: \_\_\_\_\_ DJ'S CHOICE \_\_\_\_\_

NAME OF BRIDE & GROOM SONG: \_\_\_\_\_ DJ'S CHOICE \_\_\_\_\_

## PLEASE ONLY FILL IN THE NAMES YOU WOULD LIKE ANNOUNCED INTO HALL

PARENTS OF THE BRIDE: \_\_\_\_\_

PARENTS OF THE GROOM: \_\_\_\_\_

FLOWER GIRLS: \_\_\_\_\_

RING BEARERS: \_\_\_\_\_

USHERS: \_\_\_\_\_

HOSTESS \_\_\_\_\_

JR. BRIDESMAID: \_\_\_\_\_

JR. GROOMSMEN: \_\_\_\_\_

BRIDESMAID: \_\_\_\_\_

GROOMSMAN: \_\_\_\_\_

BRIDESMAID: \_\_\_\_\_

GROOMSMAN: \_\_\_\_\_

BRIDESMAID: \_\_\_\_\_

GROOMSMAN: \_\_\_\_\_

BRIDESMAID: \_\_\_\_\_

GROOMSMAN: \_\_\_\_\_

BRIDESMAID: \_\_\_\_\_

GROOMSMAN: \_\_\_\_\_

MATRON OF HONOR: \_\_\_\_\_

MAID OF HONOR: \_\_\_\_\_

BEST MAN: \_\_\_\_\_

THE BRIDE & GROOM: \_\_\_\_\_