



Venue Information Sheet

Venue Information

Name & Address Of Venue: _____

Contact Name: _____ Contact Phone: _____

What is the earliest Time We Can Set-up? _____

May We Have A 6' Skirted Table? _____

Are we providing Music For your ceremony? Yes No

Ceremony Location / room: _____ Time of Ceremony: _____

Prelude: _____

Precessional: _____

Recessional: _____

Are we providing Live or CD Music for your cocktail hour? Yes No

If yes what style? Smooth Jazz Crooners Island Flamenco Other

Cocktail Hour Location / room: _____ Time Of Cocktail Hour: _____

Reception Location / room: _____ Time Of Reception: _____

Vendor Information

Caterer: _____ Phone: _____

Photographer: _____ Phone: _____

Video: _____ Phone: _____

Event Planner: _____ Phone: _____

Florist: _____ Phone: _____



Wedding Planner

Grand Entrance

Would you like a high energy entrance or low key? _____

Bride's Parents: _____

Groom's Parent's: _____

Flower Girl: _____ Ring Bearer: _____

BridesMaid: _____ Groomsman: _____

BridesMaid: _____ Groomsman: _____

BridesMaid: _____ Groomsman: _____

BridesMaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

BridesMaid: _____ Groomsman: _____

Maid/Matron of Honor: _____ Best Man: _____

Bride & Groom: _____

Reception Details

Bride & Groom's First Dance: _____

Bridal Party Dance: _____

Who will be giving the toast? _____

Introduce person for blessing / Grace? _____

Dinner music: Jazz Crooners Island Flamenco New Age Other: _____

Bride & Fathers Dance: _____

Groom & Mothers Dance: _____

Will you be cutting the cake? Yes / No

Will you be tossing the garter & bouquet? Yes / No