

# Wedding Worksheet

## Your info

Bride's Name \_\_\_\_\_

Bride's Phone# \_\_\_\_\_ Bride's Email \_\_\_\_\_

Groom's Name \_\_\_\_\_

Groom's Phone# \_\_\_\_\_ Groom's Email \_\_\_\_\_

## Tell me about your Wedding

Is the ceremony in the same place as the reception? Yes No

If the answer is yes, music can be provided for the ceremony for an \$100 additional fee. Please fill out the ceremony section below.

Do you want guests taking photos or videos during the ceremony? Yes No (Flash photography is not allowed during the ceremony, as it causes issues with photos taken by hired professional photographer and video issues with hired videographer (if applicable)).

Is the ceremony and/or reception outdoors? Yes\* No

Does the venue have Wi-Fi? Yes No

***\*If the answer is yes a 10ftx10ft minimum covered shelter or 10ftx10ft anchored pop up tent is required. If a 10ft x 10 ft shelter is not provided, there may be a \$50 tent fee added to event cost.***

Reception Location \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Ceremony start time (if applicable) \_\_\_\_\_ Reception start time \_\_\_\_\_ # of guests \_\_\_\_\_

Who is officiating the ceremony (if applicable)? \_\_\_\_\_ Phone# \_\_\_\_\_

## Who are the vendors I am working with?

Wedding coordinator \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Photographer \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Videographer \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Photo Booth \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

I verify that I have read the information above and have provided accurate and complete info.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Wedding Worksheet

Caterer \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Cakery \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Florist \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

## Wedding Ceremony (if applicable)

Seating songs:

Grandparents Seating Song: \_\_\_\_\_

Parents Seating Song: \_\_\_\_\_

Officiant/Groom/Best Man/Groomsmen Song \_\_\_\_\_

Bridesmaids/Flower Girl/Ring Bearer/Maid or Matron Of Honor Song \_\_\_\_\_

Bride's Song \_\_\_\_\_

Special ceremony event song \_\_\_\_\_

Recessional/Exit Song \_\_\_\_\_

***There may be a break in between the ceremony and reception if equipment needs to be moved.  
Microphones and music are not available during this time.***

## Cocktail hour

Are you serving alcohol? Yes No If Yes, then: Beer & Wine only Full Bar

If yes, then: Cash Bar Limited Open Bar Full Open Bar

Food served during cocktail hour None Hors D'oeuvres Full Buffet

You usually won't be present for the cocktail hour, because that is when you and the bridal party/family will be taking pictures with the photographer.

## The First Act

Entrance: Bride & Groom only Wedding party

Introduced as: \_\_\_\_\_ & \_\_\_\_\_ Mr & Mrs \_\_\_\_\_

Maid of Honor or Matron Of Honor (please circle) \_\_\_\_\_

Best Man \_\_\_\_\_

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\_\_\_\_\_  
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Bridesmaids \_\_\_\_\_  
Groomsmen \_\_\_\_\_  
Ring Bearer \_\_\_\_\_ Flower Girl \_\_\_\_\_

## The First Dances

First Dance \_\_\_\_\_

Whole song 1 ½ to 2 minutes only

Father/Daughter Dance\* \_\_\_\_\_

Father's Name \_\_\_\_\_

Whole song 1 ½ to 2 minutes only

Mother/Son Dance\* \_\_\_\_\_

Mother's Name \_\_\_\_\_

Whole song 1 ½ to 2 minutes only

Generations Dance \_\_\_\_\_

\*If the person dancing with the Bride and/or Groom is someone else please be sure to note the relation.

## Dinner Time

Do you want a Wedding blessing? Yes No If yes, by whom? \_\_\_\_\_

Will someone be making a toast? Yes No \_\_\_\_\_

Do you want to make a thank you toast? Yes No \_\_\_\_\_

One word...EAT. You will have plenty of time to visit with people during the reception. Take 30 minutes to relax and eat something.

Do you want to Introduce your parents and/or grandparents? Yes No

Parents Bride \_\_\_\_\_ Groom \_\_\_\_\_

Grandparents Bride \_\_\_\_\_ Groom \_\_\_\_\_

## Cake Time

Cake cutting song \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
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I will play about 3 songs after the Cake Cutting song so everyone can eat cake.

## The Fun Stuff

Bouquet Toss song \_\_\_\_\_

Garter Toss song \_\_\_\_\_

Honeymoon dance song \_\_\_\_\_

Please make sure all unmarried Men and Women are present. Please have something to place money in if you are doing the Honeymoon dance.

Are you going to have a fake ending for the photographer/videographer Yes No

If yes, this is usually the best time to do it.

Do you want a last dance? Yes No

If yes, last dance song \_\_\_\_\_

I verify that I have read the information above and have provided accurate and complete info.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date