

Wedding Information Sheet

Current

Week of Wedding

Groom:_____

Address:_____

Home #:_____

Work/Cell #:_____

Email:_____

Bride:_____

Address:_____

Home #:_____

Work/Cell #:_____

Email:_____

Information Below to be Completed With Wedding Director

Rehearsal Date_____ Time_____ Wedding Date_____ Time_____

Pastor performing ceremony_____ phone #_____

Wedding Director_____ phone #_____

Sound Person_____ phone #_____

Photographer_____ phone #_____

PowerPoint_____ phone #_____

Video/Audio_____ phone #_____

Lighting_____ phone #_____

Flower Disposal_____ Time_____ phone #_____

Communion yes_____ no_____ No. of people_____

Pianist yes_____ no_____ Name_____ phone #_____

No. of Bridesmaids_____ Groomsmen_____ Flower girl_____ Ring Bearer_____

No. of Pews needed for family members_____

Guest book yes_____ no_____ Location_____

Receiving Line yes_____ no_____

Rehearsal Dinner Number of Guests _____ Time _____

Tables: # of Round (66") _____ Location _____

Tables: # of Rectangular (30"x6') _____ Location _____

Caterer yes _____ no _____ Name _____

Certificate of Liability MUST be provided by caterer. Received _____

Time Limit: Everyone has to be out by 9:45 pm.

Notes _____

Wedding Details Number of guests _____ Time _____

Room where Bride and attendants will be dressing _____

Room where Groom and attendants will be dressing _____

Snack table in dressing rooms yes _____ no _____

Location of gift table _____

Where will guests enter the church? _____

Where will guests exit after the ceremony? _____

Notes _____

Reception Details Number of Guests _____ Time _____

Location of wedding cake _____

Sit down dinner yes _____ no _____

Tables: # of Rectangular (30"x6') _____ Location _____

Tables: # of Round (66") _____ Location _____

Chairs needed _____

Caterer yes _____ no _____ Name _____

Certificate of Liability MUST be provided by caterer. Received _____

Notes _____
