

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 _____