

WEDDING RECEPTION & INFORMATION SHEET

Referred by: _____ Today's Date _____

Bride: _____

Groom: _____

Address: _____ Bride or Groom

Phone (H) (____) _____ (W) (____) _____ Cell: (____) _____

Email: Bride _____ Groom _____

Date of Wedding: _____

Time of Wedding: _____

Time of Reception: _____

Time Available for Setup: _____ Contact Person: _____

Attire: Formal // Informal Number of Guests _____ Age Range: _____

Food: Hors d'oeuvres // buffet // sit down Prayer (for sit down) _____

Photographer: _____ Wedding Director: _____

Video Projection YES NO

First Dance Song: _____

Father/Daughter Song: _____

Mother/Son Song: _____

Bridal Party Dance: _____ (Multiply YES NO)

Garter & Bouquet Toss: Traditional _____ Anniversary Dance _____

Music: Today's Hits _____ Country _____ Disco _____ Alternative _____ Rock _____
Rap _____ R & B _____ 50/60's _____ 70/80's _____ Classical _____ Jazz _____

Special Requests: _____

# of hours of Event	_____	(\$150.00 per hr)
Mileage	\$ _____	(mileage over 20 mile radius @ .48 cents)
Lights	\$ _____	YES _____ NO _____ (\$75.00 additional)
Sub Total	\$ _____	
Discount (if any)	\$ _____	
Total	\$ _____	
Deposit Amount	\$ _____	Terms of Payment ½ down.
<u>Balance Due</u>	<u>\$ _____</u>	Balance due before event.

**WEDDING RECEPTION
ANNOUNCING BRIDAL PARTY**

Brides Grandparents: _____

Grooms Grandparents: _____

Brides Parents: _____

Grooms Parents: _____

Bridesmaids: _____ Groomsmen: _____

Maid/Matron of Honor: _____ Best Man: _____

Flower Girl: _____ Ring Bearer: _____

Bride and Groom (Write how you want to be announced, i.e. Mr. and Mrs. John Smith)

MTE VENDOR LIST

Bridal Salons

Amrheins (Paula)	540-989-7100
Brides House and Formals	540-366-8360
David's Bridal	877-926-2743

Bakers

Gail Wilson, Custom Cakes and Desserts	540-989-3132
Marcella Muncy – Salem, VA	540-389-5915

Caterers

JSC – Jim Schaal Catering (Contact Allan Mower)	540-343-2577
Blue Ridge Catering	
Center Stage Catering	540-489-STAR
Country Sweet Shoppe & Bakery	540-890-5723
Seasons & Occasions	540-985-3775

DJ's/Bands/Instrumentalists

Master Taylor Entertainment (Mark Taylor)	540-776-9993
Whitney Dobyns – Harpist	540-776-8756
Nicole Melki – Violinist	540-366-2551
Lisa de Vries – Violinist (Roanoke Symphony Orchestra)	540-986-0462

Florists

Creative Occasions (Mark Frye)	540-343-8385
Gift Basket Express & Flowers (Ask for Jean)	540-562-2273
George's Affair with Flowers (George)	540-981-0900
Roy L. Webber Florist, Inc	540-366-7651

Photographers

Christi Austin	540-493-1300
Paul Calhoun	540-986-2205
Michael Escalera	540-309-0247
Muncy Fine Photography - VisualsWow.com	540-982-3680
Jim Markey Photography	540-989-6522
Barry Brooks Photography	540-345-9355
Magnifico Photography (Blacksburg)	540-382-1600

Reception Sites

The Inn at Virginia Tech	540-231-8000
The Hotel Roanoke, Roanoke, VA	540-985-5900
Wyndham Hotel, Roanoke, VA	540-563-9300
The Inn at Burwell Place, Salem, VA	540-387-0250
Vinton War Memorial, Vinton, VA	540-983-0613
Jefferson Center, Roanoke, VA	540-343-2624
Box tree Lodge, Vinton, VA	540-890-9152
The Woodland Place, Vinton, VA	540-982-9759
Maridor Bed and Breakfast	540-982-1940
Sunny Brook Inn, Roanoke, VA	540-561-0700
Santillane Bed and Breakfast, Fincastle, VA	540-473-3898
The Corinthian Ballroom	540-982-1188
Salem Banquet Hall	540-389-7803
Valhalla Vineyards (Rob Ferguson)	540-989-8743
Sundara, Boones Mill, VA	540-334-9911
Hunting Hills Country Club	540-774-4435



Master Taylor Entertainment

WEDDING CONSULTANT SERVICES

The initial visit consists of learning the bride and groom's particular needs, vision, desire and budget for their special needs. The bridal couple will discuss with coordinator any details and coordination services they desire, and pay according to those services. Such custom planning allows the bridal couple to pay for only those services they need, add services along the way, and maintain control of their special day.

To give you an idea of the services that can be provided:

The Rehearsal

- Place wedding party in their assigned places for ceremony.
- Practice the Recessional
- Practice the Processional
- Explain formal seating to other family members and special guests.
- Assign Ushers to specific family members
- Practice the Ceremony. Work with Officiant/Minister with regards to Processional music and Ceremonial procedures.
- Familiarize wedding party with facilities and dressing areas.

The Ceremony

- Prepare worksheets, covering every detail and timing of the rehearsal and wedding.
- Discuss and plan special tasks for wedding ceremony including details such as lighting candles, setting up the processional, bustling the wedding gown, pinning boutonnieres, attending to wedding party, and assisting with family and guests as needed.
- Work with photographer to make sure wedding party is ready when needed.
- Help to secure last minute emergency needs.

The Reception

- Prepare reception worksheets covering every detail of the reception, including timing of events and contracted vendors.
- Decorate the reception area, gift table, dinner tables, favors, place card holders, etc.
- Discuss special tasks and desires for reception including wait-staff duties, "do's" and "don'ts" for the DJ or band, coordinating tasks with photographer, cake/toast preparation, post-reception gifts and transportation.
- Wedding coordinator will arrive at the reception site one hour prior to the reception and will stay until services are no longer needed. *(Extra fee charged if needed for clean-up)*
- Coordinate the Bridal Party Line Up.
- Provide assistance with any audiovisual needs.
- Handle all last minute emergency needs.

My goal is making sure your special day is coordinated and planned in such a way that you can actually enjoy the day without worries. I can provide full or partial coordination and work with your schedule by appointment and/or email.