



WEDDING INFORMATION

TODAYS DATE _____

DATE OF RECEPTION _____ HOW MANY GUESTS _____

BRIDES NAME _____ GROOMS NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

BRIDES:

HOME PHONE _____ WORK _____ CELL # _____

GROOMS:

HOME PHONE _____ WORK _____ CELL # _____

FAX LINE : _____

DEPOSIT OF \$1000.00 WILL BE MADE BY: CHECK, CASH OR CREDIT CARD

CREDIT CARD # _____ EXP DATE _____

NAME AND ADDRESS OF CARDHOLDER _____

CODE ON CARD _____

SIGNATURE _____ DATE _____

***All deposits are non-refundable and will be processed upon our receipt of this sheet,**

Ver 10-1-2007



RECEPTION FINAL DETAILS: DATE OF RECEPTION _____

TIME LINE:

CEREMONY _____ FINAL ADULT COUNT _____
RECEPTION STARTS _____ CHILDREN'S # _____
GRAND MARCH _____ CHILD UNDER 4 _____
DINNER _____ HEAD TABLE OF # _____
DANCE MUSIC _____

MENU:

BUFFET OR SIT DOWN : _____
HORS D'OEURES: _____
PUNCH _____ HOW MANY GALLONS _____

CAKE :

WHAT TIME TO BE DELIVERED _____

SPECIAL INSTRUTIONS

BAR SET UP : _____

KEGS OF BEER _____

WINE WITH DINNER _____

CHAMPAGNE TOAST _____

FLOWERS : _____

MUSIC SET UP _____ TIMES _____

CONTACT AT RECEPTION : _____

FINAL PAYMENT SETUP : _____

DIAGRAM OF EVENT :

Ver 10-1-2007