



Wedding Event: Client's Information

Bride's Name: _____

Current Address: _____

Phone No. _____

Scheduled Event: Ceremony & Reception OR
Reception Event Only

Reservation Date: _____

Ceremony Location: Held at The Event Hall

Ceremony (Family's Choice): _____

Ceremony Time: _____

Reception Time: _____

Meal Time Served: _____

Starting of Alcohol Time: _____

*(Bar Area Open; One Hour Prior.)

Reserved Tables (Only For Immediate Family): _____ # _____

Place Card Seating (For Every-One; Arranged by Client): _____

*(Circle: Yes OR No)

*6ft' Table for Placecards, OR
Easel for Seating Chart.

Bridal Party Attendants *(Only those seating at the "Main Head Table"):

Number of Attendants: _____ **Tables Needed:** _____

***Sweetheart Head Table** (Bride & Groom): Yes OR No

Groom's Name: _____

Current Address: _____

Phone No. _____

Total Number of Guests: _____

Color Scheme: _____

Theme Related Event (Package #1 only): _____

*(Themes are not always a guarantee.)

