



Wedding Ceremony Information Sheet

WEDDING DATE: _____ **APPROX. # OF GUESTS** _____

BRIDES NAME: _____

Brides Mother: _____ **Father:** _____

GROOMS NAME: _____

Grooms Mother: _____ **Father:** _____

OTHERS IN WEDDING: _____

DRESS CODE ___ **CASUAL** ___ **SEMI-FORMAL** ___ **FORMAL**

FACILITY: _____

FACILITY ADDRESS: _____

FACILITY CONTACT NAME: _____

OUTDOOR EVENT _____ **INDOOR EVENT** _____

PLAN B _____

LOCATION OF CEREMONY SYSTEM: _____

TIME OF WEDDING _____

ARRIVAL TIME FOR GUESTS _____

WEDDING OFFICIANT NAME: _____

WEDDING COORDINATOR: _____

BACKGROUND MUSIC BEFORE GUESTS ARRIVE: _____

MUSIC FOR SEATING OF PARENTS/SPECIAL FAMILY: _____

How many special family members? _____

MUSIC FOR BRIDE'S MAIDS/GROOMSMEN: _____

Number of bride's maids/groomsmen: ____/____

Flower Girl _____ Ring Barer _____

Maid/Matron Name: _____

Best Man Name: _____

WALKING FORMATION FOR THE BRIDE'S MAIDS / GROOMSMEN _____

PROCESSIONAL: _____

BRIDES MARCH: _____

READERS: _____

SPECIAL MUSIC DURING CEREMONY (IF ANY): _____

VOCALIST _____

SONG _____

RECESSIONAL: _____

BACKGROUND MUSIC AS GUESTS DEPART: _____

MICROPHONE NEEDS: ___ Lapel mic for minister ___ Cordless mic for vocalist / readers

Power cords needed? _____

DIAGRAM OF CEREMONY SET-UP (if necessary) :

Speaker Location: