



Brides Details

First Name: _____
 Last Name: _____
 Contact Number: _____
 Address: _____
 Email: _____
 Point of Contact Bride: _____
 Best lady: _____
 Mother of the bride: _____
 Father of the bride: _____

Grooms Details

First Name: _____
 Last Name: _____
 Contact Number: _____
 Address: _____
 Email: _____
 Point of Contact Groom: _____
 Best man: _____
 Mother of the groom: _____
 Father of the groom: _____

Other contacts

Part	Name	Email
		Contact
Part	Name	Email
		Contact
MC	Name	Email
		Contact
Florist	Name	Email
		Contact
Cake / Desert	Name	Email
		Contact
Bar / Waiter Staff company	Name	Email
		Contact
Ceremony Venue manager	Name	Email
		Contact
Reception Venue manager	Name	Email
		Contact

Wedding Info

Child Count
 Guest Count
 Guest count with Bride and Groom
 and Child

Ceremony

Venue:		
Venue Manager		
Contact details		
Address:		
Date:		
Start Time:	From	To
Set-Up Date:		
Set-Up Time:	From	To
Break-Down Date:		
Break-Down Time:	From	To

Pre drinks

Venue:		
Venue Manager		
Contact details		
Location:		
Date:		
Sart Time:		
End Time:		

Reception

Venue:		
Venue Manager		
Contact details		
Address:		
Date:		
Time:		
Set-Up Date		
Set-Up Time	From	To
Break-Down Date:		
Break-Down Time:	From	To

Ceremony

Chair Type		
Chair colour		
Colour Scheme:		
Flowers:		
Pews:		
Confetti:		
Confetti Holders:		
Arch:		
Aisl Runner colour		
Aisl Runner	5m	10m

Reception Guest Table:

Pax:			
Guests per Table:			
Amount Tables:			
Table type:	Square:	Long:	Round
Chairs Type:			
Chairs Colour:			
Tablecloth			
Runner:			
Napkin:			
Underplate			
Cutlery - Colour			
Cutlery - How many sets			
Stemware - Colour			
Stemware - How many sets	water	Wine	Champagne
Centre Pieces:			
Lighting			
Floristry			
Umbrellas			
Extras			

Bridal Table:

Pax:			
Guests per Table:			
Amount Tables:			
Table type:	Square:	Long:	Round: _____
Chairs Type:			
Chairs Colour:			
Tablecloth			
Napkin Colour:			
Underplate			
Cutlery - Colour			
Cutlery - How many sets			
Stemware - Colour			
Stemware - How many sets	water	Wine	Champagne
Centre Pieces:			
Lighting			
Floristry			

Pre drinks

Lounge pockets	Quantity		
Lounge pockets	Style		
Carpets			
Satter Pillows			
Blankets			
Cocktail tables	Square:	Long:	Round: _____
Cocktail chairs			
Chairs & Table Type:			
Chairs & Table Colour:			
Tablecloth			
Drinks serving table			
Bar counter			
Canape Table			
Canape trays			
Beverage Dispensers			
Cutlery - Colour			
Cutlery - How many sets			
Stemware - Colour			
Stemware - How many sets			
Canape Plates			
Centre Pieces:			
Lighting			
Floristry			
Umbrellas			
Extras			

Extra Décor For Ceremony

Draping:	Yes	No
Draping Details:		
Signage		
Lighting		
Floristry		
Confetti vases		
Lounge pockets		
Welcome drinks		
Arch		

Extra Décor For Reception

Draping:	<table><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No		
Draping Details:			
Signage			
Lighting			
Floristry			
Lounge pockets			
Dessert table			
Sweets section			
Dance floor colour			
Dance floor size			

Stationery

Table Numbers:	<table><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No		
Amount:			
Details:			
Details:			

Other:

Wedding set up/ break down	<table><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No		
Wedding styling	<table><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No		
Wedding décor Budget	R		