



# Wedding Ceremony & Reception Planner

**\*\*Please return entire packet 4-6 weeks prior to event.\*\***

Bride \_\_\_\_\_

Groom \_\_\_\_\_

Event Date \_\_\_\_\_

## Contact Information

Ceremony Facility:

Name \_\_\_\_\_

Address \_\_\_\_\_

Ceremony Facility Contact:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Reception Facility:

Name \_\_\_\_\_

Address \_\_\_\_\_

Reception Facility Contact:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Event Coordinator:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Caterer:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Photographer:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Videographer:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

## Formal Bridal Party Announcement Information

**Bride's Parents:**

\_\_\_\_\_

\_\_\_\_\_

**Flower Girl:**

\_\_\_\_\_

**Bridesmaids:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Maid/Matron of Honor:**

\_\_\_\_\_

**Groom's Parents:**

\_\_\_\_\_

\_\_\_\_\_

**Ring Bearer:**

\_\_\_\_\_

**Groomsmen:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Best Man:**

\_\_\_\_\_

**Bride and Groom:**

\_\_\_\_\_  
*(Please indicate exactly how you would like to be announced (i.e., Mr. & Mrs., first names only, ect.))*

