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Wedding Planning Services

**Client Summary Form**

Fill out this worksheet so we may have access to information regarding you, and the wedding day.

**Contact Information**

Bride and groom name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best time to call:\_\_\_\_\_\_\_\_\_\_

Physical Address (for contract purposes) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Services required**. FULL PLANNING\_\_\_\_\_\_\_\_\_\_\_ DÉCOR ONLY\_\_\_\_\_\_\_\_\_\_\_\_ (A day of coordinator must be present for us to liaison with)

**Wedding Details**

Wedding Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time of ceremony \_\_\_\_\_\_\_\_ End time: \_\_\_\_\_\_\_\_\_\_\_\_\_Wedding Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please be realistic with your budget base on your vision).

Total guests including bridal party\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of persons on Bridal Party. (including bride and groom)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a legal ceremony (include paper work) Yes\_\_\_\_\_\_. No \_\_\_\_\_\_ Do you require an officiant: Yes\_\_\_\_\_\_. No \_\_\_\_\_\_ \_

**Wedding Vision**

***( Please send or select from catalogue attached or send inspiration photos in order to get a décor costing)***

* What would you like the ceremony setting to be? Arch? Pedestal? \_\_\_\_\_\_\_\_\_\_\_( Please send or select from catalogue attached)
* Do you need bouquets and boutonnieres No. Bouquets\_\_\_\_\_\_\_\_ No. of Boutonnieres \_\_\_\_\_\_
* Are you having a flower girl and ring bearer\_\_\_\_\_\_\_\_\_\_\_ (do you require basket and ring pillow\_\_\_\_\_\_\_
* Theme/colours of your wedding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Centrepieces preferences? (candles, floral, mix etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please send or select from catalogue attached)
* Do you require a full Bridal party table or just a sweetheart table? (couple alone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Flower preferences? Roses, lilies etc./Topicals:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Linen colour/Preference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Round or rectangle tables\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do you require any additional décor accessories (special chairs, napkins, plate chargers etc.)
* Will you require a tent for reception? \_\_\_\_\_\_\_\_\_\_\_\_\_ Will you require a dance floor? \_\_\_\_\_\_\_\_\_\_\_
* Do you require any other services (photography, DJ, Cake,) (please send cake style and number of tiers)?
	+ DJ accessories: Dancing on Clouds\_\_\_\_\_\_\_\_ Sparklers\_\_\_\_\_ (2 or 4) \_\_\_\_\_
* Do you require a bar service? \_\_\_\_\_ Wine and juice only: \_\_\_\_\_ basic Jamaican bar: \_\_\_\_\_ Premium bar (top Shelf: \_\_\_\_\_\_\_\_\_
* Menu Preferences:
	+ Cocktail: Wedding menu attached
	+ Dinner: Wedding Menu attached
* What is your big day must have? (please send photos to support vision)

Additional notes you think may help us with your vision: