



Please be sure to complete this form and mail it, email it, or phone it in to us at least *Three Weeks* before your Big Day!

Wedding Day - Ceremony Planner

Bride's full name

Date of your function

Groom's full name

Invoice#

PLEASE NOTE: To be able to provide this service we require you to supply the following: Access to an AC outlet; one table; one chair; a tablecloth; and a sun-shade for our equipment.

Where will your Ceremony be held?

Address:

Helpful directions (optional)

Date & Time of your Rehearsal

What is the Name of your Officiate?

What is their cell phone number?

PLEASE NOTE: WE NEED TO ACCESS THE SITE A **MINIMUM OF ONE HOUR PRIOR** TO YOUR START TIME!

Background Music preferences (E.g.: Classical, New Age, Flute, Piano, Celtic etc.):

At what time will your Ceremony begin?

Who will cue us to start the music?

Processional:

Song #1 (Title & Artist)

Who will enter? (Groomsmen, Bridesmaids, Flower Girl, Bride, Everybody, etc.)

Song #2 (Title & Artist)

Who will enter? (Groomsmen, Bridesmaids, Flower Girl, Bride, Everybody, etc.)

Song #3 (Title & Artist)

Who will enter? (Groomsmen, Bridesmaids, Flower Girl, Bride, Everybody, etc.)

Candle/Sand Ceremony

Yes, before signing Yes, after signing No

Song for Candle/Sand Ceremony (Title & Artist)

Signing of the Register

Song for Signing of the Register (Title & Artist)

Recessional

Song for the Recessional (Title & Artist)

Any Special Announcements you would like us to make?

Special Requirements (if any)?

May we take photos during your Reception and post them to our website? Yes, by all means Please don't

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