

Elaine M. Parker Ed. M.

INFORMATION WORKSHEET for DIRECTOR

Wedding Date _____ Ceremony Time _____ Reception Time From ____ To ____
Bride's Name _____ Groom's Name _____
Home Tel.() _____ Home Tel.() _____
Work Tel. () _____ Work Tel.() _____
Mobile/Cell Tel.() _____ Mobile/Cell Tel.() _____
Email _____ Email _____

Persons responsible for payments _____
Credit Card Type Visa _____ Master Card _____ American Express _____
Credit Card Number _____ Expire Date _____
Address _____ City _____ State _____ Zip _____

Ceremony Location _____ Tel. () _____
Contact person at site _____ Tel. () _____
Officiant(s) _____ Tel. () _____ Mobile _____
Wedding Consultant _____ Tel. () _____ Mobile _____
Bride's Escort _____
Parents of Bride _____ Groom _____
Tel _____ Cell _____ Tel _____ Cell _____

Bridal Party Maid/Matron of Honor _____ Best Man _____
Number of Bride's Attendants _____ Groom's Attendants _____
Number of Hostess _____ Ushers _____ Page _____
Attendants Guest Book _____ Gift Table _____ Memorial Candle Lighter _____
Reception Location _____ Tel. _____
Contact Person _____ Tel.() _____ Mobile _____
Wedding Professionals: Director _____ Coordinator _____ Personal Dresser _____
Musicians: Ceremony _____ Tel. () _____
Reception _____ Tel. () _____
Florist _____ Delivery Time _____ Pick Up _____ Cell _____
Photographer _____ Tel. () _____
Videographer _____ Tel. () _____
Cake Designer _____ SetUp Time _____ Pick Up _____ Cell _____
Caterer _____ SetUp Time _____ Break Down _____ Cell _____
Limousine Company _____ Time From _____ To _____ Cell _____

Special Ceremony Activities: Unity Candle Service _____ Other _____
Special Reception Activities: Master of Ceremonies _____ Grand March _____
Place Cards _____ Table Numbers _____ Open Seating _____
Champagne Toast Time _____ Cake Cutting Time _____
Special Requests for Meals: Vegetarian _____ Kosher _____ Diabetic _____ Other _____
Leftover food donated to _____ Flowers/ Decorations _____