

The Event Loft

life's a party & we want to be invited!

CONGRATUALTIONS! TIME TO PLAN THE BEST DAY EVER!

OUR WEDDING

Full Name of Bride:

Full Name of Groom:

Date of Wedding:

Time of Ceremony:

Time of Reception:

Location/Venue:

Number of Guests:

Style? (Casual/Elegant/Black Tie/All White):

Colors:

Flowers:

Themes (Candles, Shells, Ironworks, Glass, Jewels, Modern, Elegant ETC):

Traditions (Unity Candle/Sand Ceremony/Candle Lighting/Breaking Glass):

THE WEDDING PARTY

Bridesmaids (How Many/Names):

1)

2)

Groomsmen (How Many/Names):

1)

2)

Maid Of Honor:

Best Man:

Flower Girl:

Ring Bearer:

Mother of the Bride:

Mother of the Groom:

Father of the Bride:

Father of the Groom:

Grandparents of the Bride:

Grandparents of the Groom:

Ushers:

BE OUR GUEST

Guest Book Attendant/Wish Vase/Check In:

Tables Assignments (Place cards/Flower Vases/Seashells/tree tags):

SIPS & LIBATIONS

Hosted or Cash & Carry Bar:

Type of Bar (Well, Call, Premium, Champagne, Martini):

Type of Cocktails (Signature Cocktails/Favorite Drink List):

Bar Flare (Ice Sculptures, Garnishes, Coffee Bar, Champagne Tower, Wine Tasting):

ENTERTAINMENT

Toasts/Announcements:

Music (DJ/Band/Soloist) When? Where? Placement?

Entertainment (Belly Dancers/Ballerinas/Dove/Butterfly Release/Flambé Station):

Wedding Songs/Supply List:

ON THE MENU

Guest List/Mailings/Food Selections:

Apps/Hords:

Buffet or Sit Down Dinner/Lunch:

Food Stations

(Wine Tasting/Sushi/Carvings/Seafood/Hords/Apps/Tappas/Dessert):

Food (Favorite Dishes):

Lunch/Dinner (The Agenda For All Food):

Palette Cleansers:

Cake (Flowers/Colors/Shape/Tiered/Toppers/Flavors/Groom Cake):

SEATING

Table Arrangement (Square/Round/Banquets/High Tops/Loungers):

Sweet Heart Table/Head Table:

Names At Sweet Heart Table/Head Table:

PHOTOGRAPHY/VIDEOGRAPHY

Photographer:

Videographer:

PAPER GOODS

Invitations:

Wedding Programs:

MISCELLANEOUS

Wedding Registry:

Transportation:

BUDGET:

NOTES: