

# Event Wedding Order Form

## Wedding Details

- Bride's Name: \_\_\_\_\_
- Groom's Name: \_\_\_\_\_
- Wedding Date: \_\_\_\_\_
- Ceremony Time: \_\_\_\_\_
- Reception Time: \_\_\_\_\_
- Venue Address: \_\_\_\_\_

## Contact Information

- Planner's Name (if any): \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Email: \_\_\_\_\_
- Emergency Contact: \_\_\_\_\_

## Guest Details

- Total Guests Expected: \_\_\_\_\_
- Special Guests (VIP): \_\_\_\_\_
- Children Attending:
  - Yes
  - No
- Number of Kids Meals Required:  
\_\_\_\_\_

## Menu & Catering

- Type of Service:
  - Plated Dinner

- Buffet
- Cocktail Reception
- Menu Selection: \_\_\_\_\_
- Cake Flavor: \_\_\_\_\_
- Beverage Options:
  - Non-Alcoholic
  - Full Bar
  - Wine & Champagne Toast

**Decoration & Setup**

Item	Quantity	Color Theme	Special Notes
Centerpieces			
Chair Covers			
Table Runners			
Floral Arrangements			

**Entertainment & Extras**

- DJ/Band
- Live Music
- Photo Booth
- Videographer

Signature of Client: \_\_\_\_\_

Date: \_\_\_\_\_