

Wedding Event Planner Form

CLIENT INFORMATION

Full Name: _____

Phone Number: _____

Email Address: _____

Address: _____

WEDDING DETAILS

Wedding Date: _____

Ceremony Venue: _____

Reception Venue: _____

Estimated Number of Guests: _____

Theme/Style Preference: _____

SERVICE REQUIREMENTS

Full Wedding Planning Partial Planning Day-of Coordination

VENDOR INFORMATION

Caterer: _____

Photographer/Videographer: _____

Florist: _____

Entertainment/Band/DJ: _____

BUDGET BREAKDOWN

Category	Estimated Budget	Actual Cost	Vendor Contact
Venue			

Catering			
Photography			
Entertainment			
Decorations			
Attire			
Transportation			
Miscellaneous			

ADDITIONAL NOTES
