



## Event Planner

## Welcome Letter



This easy-to-use planner was designed to help you plan your reception from beginning to end. Every possible detail has been considered with common customs in mind. Since no two receptions are alike, we will work with you to create a unique and special evening for you and your guests to enjoy.

As you will soon learn, in order to make your reception a success we need to work as a team. This means that no one is left out of the loop, from the catering staff to your photographer. Everyone has an important part in contributing to your event, small or large. That is why we encourage you to provide us with all the necessary information included in this packet, so that we can share it with everyone involved.

Once you have completed the planner, you can submit your information in the following manner:

1. Print Form - Clicking the button below will print this form for you to fill out manually or to print all your answers if you began to fill out the form on your computer.

2. Submit by Email - If you received this planner via computer, clicking the button below will submit this form and all its answers to our company electronically.

Please note that this form cannot be saved via Adobe Reader. Once you begin to fill out the form electronically, you must either finish completing the form or print it out for future completion.

Jose Heredia

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**SAMPLE**

## Step 1 - Client Information

Grooms Name	<input type="text"/>	Home Phone	<input type="text"/>
Address	<input type="text"/>	Work Phone	<input type="text"/>
Email Address	<input type="text"/>	Cellular Phone	<input type="text"/>
Occupation	<input type="text"/>	Date of Birth	<input type="text"/>
Where did you grow up?			
<input type="text"/>			
Where is your family from?			
<input type="text"/>			

Brides Name	<input type="text"/>	Home Phone	<input type="text"/>
Address	<input type="text"/>	Phone	<input type="text"/>
Email Address	<input type="text"/>	Ph	<input type="text"/>
Occupation	<input type="text"/>	Date of Birth	<input type="text"/>
Where did you grow up?			
<input type="text"/>			
Where is your family from?			
<input type="text"/>			

How long have you known each other?	<input type="text"/>	How long have you been engaged?	<input type="text"/>
How did you meet?			
<input type="text"/>			
How did you propose?			
<input type="text"/>			

## Step 2 - Event Information

Here, the details of your reception, location and other vendors. The information will be used to help us better understand your needs and to share your Event Schedule to all your vendors before the reception.

Number of guests invited	<input type="text"/>	Percentage of guests who speak English only	<input type="text"/> %
Number of guests expected	<input type="text"/>	Percentage of guests who speak Spanish only	<input type="text"/> %
Room capacity	<input type="text"/>	Number of Children attending	<input type="text"/>

Event Location	<input type="text"/>	Room Name or #	<input type="text"/>
Address	<input type="text"/>	Phone	<input type="text"/>
Contact Person	<input type="text"/>	Fax	<input type="text"/>
Audio Set Up (Please provide location)	<input type="checkbox"/> Next to dance floor <input type="checkbox"/> On a stage <input type="checkbox"/> Riser <input type="checkbox"/> Corner	Loading Type	<input type="checkbox"/> Floor level <input type="checkbox"/> Stairs <input type="checkbox"/> Elevator <input type="checkbox"/> Other <input type="text"/>

<b>Caterer</b>	<input type="text"/>		
Contact Person	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>	Fax	<input type="text"/>

<b>Photographer</b>	<input type="text"/>	Ending Time	<input type="text"/>
Contact Person	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>	Fax	<input type="text"/>

<b>Videographer</b>	<input type="text"/>	Ending Time	<input type="text"/>
Contact Person	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>	Fax	<input type="text"/>