

Ceruti's Catering Essential Wedding Elements Worksheet

EVENT ORDER NUMBER:
DATE OF RECEPTION:
NAME OF RECEPTION FACILITY:
FACILITY CONTACT NAME:
CONTACT PHONE NUMBER:

BRIDE'S NAME:
ADDRESS:
HOME PHONE:
WORK PHONE:
CELL PHONE:
FAX:
EMAIL:

GROOM'S NAME:
ADDRESS:
HOME PHONE:
WORK PHONE:
CELL PHONE:
FAX:
EMAIL:

MOTHER OF BRIDE:
FATHER OF BRIDE:
MOTHER OF GROOM:
FATHER OF GROOM:

ESTIMATED GUEST COUNT:
NUMBER OF INVITATIONS SENT x 2 x .80 =
RSVP CARD DUE DATE:

COLOR THEME:
CENTERPIECES: GRADE 1 GRADE 3 GRADE 5 OTHER
DECORATING PACKAGE:

NUMBER OF GUESTS AT BRIDAL TABLE (INCLUDING BRIDE & GROOM):

CEREMONY LOCATION:
CEREMONY TIME:
LENGTH OF CEREMONY:
RECEIVING LINE: YES OR NO
BRIDAL PHOTOS: ALL BEFORE ALL AFTER BEFORE & AFTER
TRAVEL TIME FROM CEREMONY TO RECEPTION:
RECEPTION START TIME: IMMEDIATELY FOLLOWING CEREMONY OR _____ TIME

ESTIMATED ARRIVAL TIME OF BRIDAL PARTY:

ANNOUNCEMENT OF BRIDAL PARTY: YES OR NO
CHAMPAGNE TOAST: YES OR NO
PRAYER/INVOCATION: YES OR NO

OTHER VENDOR INFORMATION:

NAME OF CAKE DECORATOR:
PHONE NUMBER
TYPE OF FLAVORS:

NAME OF DJ OR BAND:
PHONE NUMBER:
HOURS CONTRACTED:
TABLES NEEDED:
NUMBER OF MEALS REQUIRED:

NAME OF PHOTOGRAPHER:
PHONE NUMBER:
TABLES NEEDED:
NUMBER OF MEALS REQUIRED:

NAME OF EQUIPMENT RENTAL COMPANY:
PHONE NUMBER:
CONTACT NAME:

COMMENTS / QUESTIONS: