

Due Date: _____

Event Date: _____ Event Title: _____

Schedule Times:

Ceremony: _____ Pictures: _____ Dance: _____

Luncheon/Dinner: _____ Reception: _____ Farewell Send-Off: _____

Farewell Send-Off Description: _____

Vendor Information: **Food Services** (Caterers, Food Trucks, Wedding Cake, etc.)

Vendor Name(s): _____

Requests/Accommodations: _____

 Entertainment (Band, DJ, Performers, etc.)

Vendor Names (s): _____

Requests/Accommodations: _____

 Photography/Video

Vendor Name(s): _____

Requests/Accommodations: _____

 Other Vendors (Chairs, Floral, Lighting, Linens, Photo Booth, Ice Sculpture, etc.)

Vendor Name(s): _____

Requests/Accommodations: _____