

Wedding Details Form

Name: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_ Time: \_\_\_\_\_

Reh. Location:  same as ceremony  eat dinner at: \_\_\_\_\_

Wedding date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Room: \_\_\_\_\_ Floor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact/Phone: \_\_\_\_\_

Time of Bride & Groom arrival: \_\_\_\_\_

Will bride dress at location? Yes/ No Where? \_\_\_\_\_

Groom will be where? \_\_\_\_\_

Time photographs will begin: \_\_\_\_\_

Location(s) for pictures before ceremony: \_\_\_\_\_

Photos will be taken:  before ceremony  after ceremony

Photographer: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_

Minister/Celebrant: \_\_\_\_\_

Emergency contact on day of wedding: \_\_\_\_\_

Cell: \_\_\_\_\_

Wedding video assistant: \_\_\_\_\_

Ceremony is:  Inside  Outside --- power avail? \_\_\_\_\_

Extra lighting needed? \_\_\_\_\_

Exchange gifts before ceremony? \_\_\_\_\_

Type: Catholic Lutheran Protestant Jewish Other

Non-Denominational  having MASS

Readers, musicians, soloists, etc? Where will they speak/sing?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Receiving line:  at pew  in front  in back  outside

Unique parts of ceremony: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Diagram. (if needed)

Video package: \_\_\_\_\_

# Cameras at ceremony: \_\_\_\_\_ at reception: \_\_\_\_\_

Camera locations: \_\_\_\_\_

Options: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Extras: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Include on DVD:  Entire ceremony  Highlights (20-30 min)  Mass  Best parts for time-shift edit

# DVDs requested: \_\_\_\_\_

-----OFFICE USE-----

Preferred music/ style: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[We will review design preferences when we meet in person:]

Case design: \_\_\_\_\_

\_\_\_\_\_

Disc design: \_\_\_\_\_

\_\_\_\_\_

Order of sections on DVD: (ceremony, reception, rehearsal, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Reception Details Form

\*For the best video, we recommend you limit alcohol use.

Diagram: (if needed)

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Address: \_\_\_\_\_

Room: \_\_\_\_\_ Floor: \_\_\_\_\_

Contact/Ph: \_\_\_\_\_

DJ/Band: \_\_\_\_\_

Limo: \_\_\_\_\_

Location(s) for pictures before reception: \_\_\_\_\_

\_\_\_\_\_

Cocktail hour? Yes / No Begins at: \_\_\_\_\_

Time of Bride & Groom arrival: \_\_\_\_\_

Wedding party introduced? \_\_\_\_\_

Bride-Groom enter from? \_\_\_\_\_

Cut cake first? \_\_\_\_\_ if not when? \_\_\_\_\_

Toasts: \_\_\_\_\_

Large screen video to be shown? \_\_\_\_\_ When: \_\_\_\_\_

By whom: \_\_\_\_\_

Set up where: \_\_\_\_\_

Get copy to include in video? \_\_\_\_\_

Reception is: Sit-Down Buffet Cake & Punch

Assigned seating? \_\_\_\_\_ Vendor table: \_\_\_\_\_

(We will plan to eat after the wedding party/parents so we are finished by the time you are ready to begin your next activity.)

Dinner starts about: \_\_\_\_\_

Bouquet/Garter about: \_\_\_\_\_

Dances start about: \_\_\_\_\_

Should we record best wishes from family members?  
\_\_\_\_\_

Should we record best wishes from other guests?  
\_\_\_\_\_

Only include comments in good taste?  
\_\_\_\_\_

Should we record comments at tables or in separate area?  
\_\_\_\_\_

Special activities to include in video: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Things NOT to include: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How much of reception should be included in video:

Basics only (toasts, cake, bouquet, garter, first dances)

Highlights of first 2-3 hours (including Basics)

Major sections of activities and dancing (whole songs)

Best parts for time-shift edit style

Video clips of bride and groom

Majority of the reception

Other info: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_