



PLEASE RETURN THIS FORM NO LESS THAN **30 DAYS** PRIOR TO RECEPTION DATE TO: 503.213.6072

# Ceremony Planner

\_\_\_\_\_  
Name on contract (Customer Name Only)

\_\_\_\_\_  
Contact ID #  
(found near the top left side of your contract and invoice. This number is needed as we perform about 30 events per month.)

**NOTE: If you are having a event planner please let us know that. Please answer the following questions to help us better serve you better. If the following is not signed we will follow no one else's direction but yours. This is for your protection.**  
**Is your planner:**  
 a professional  friend  facility staff member  No Planner

\_\_\_\_\_  
Planner Name      \_\_\_\_\_  
Company Name      \_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Please sign here to turn planning authority over to this person

## GROOM AND BRIDE INFORMATION

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

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

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

Ceremony Date: \_\_\_\_\_

Ceremony Start Time: \_\_\_\_\_ (we suggest that you have us contracted to start back ground music no less than 30 minutes prior to the ceremony start time.)

Location of Ceremony: \_\_\_\_\_

Ceremony Setting:  Indoor  Outdoors

Number of guests expected: \_\_\_\_\_

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

What floor is ceremony on \_\_\_\_\_ (as per the contract line 9, remember that if we must move equipment up and down stairs there will be a stair fee. The stair fee is \$25.00 per flight or every 10 steps. This must be paid the same day of the event and at the start of the event in cash.)

Is there an elevator?  Yes  No

## WEDDING PARTY INFORMATION

Number of Bridesmaids: \_\_\_ Number of Groomsmen: \_\_\_ Number of Flower Girls: \_\_\_

Ring Bearer:  Yes  No

## CEREMONY MUSIC

Guest Seating Music: (Easy listening, Jazz, Classical or Other): \_\_\_\_\_

Grand Parents Seating / Candle Lighters / Groom and Officiators: \_\_\_\_\_

Flower girl / Bridesmaids: \_\_\_\_\_

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Processional (Bride): \_\_\_\_\_

Unity Candle or Sand Pouring: \_\_\_\_\_

Recessional : \_\_\_\_\_

**SOUND SUPPORT**

Ceremony Planner

**STOP PLEASE READ THE CAREFULLY BEFORE ANSWERING THE FOLLOWING QUESTIONS STOP**

Please remember that if you are using our reception sound system for your ceremony because the ceremony is in the same room as the reception, a lapel microphone **will not** be available, only one handheld microphone. We will also only set up the sound system once. We will not move the sound system from place to place. Your package includes one set-up and one take down. Please see line #11 in the contract. Upgrading to add our ceremony sound system will become necessary if you want a lapel and or additional microphones. The ceremony system will allow you to have a separate sound system with multiple microphones and a cd player.

**(This system can be added for \$159.00 by calling our office. We have only two available so book yours today!)**

Will the singer need a microphone?  Yes  No

Will the Officiator need a lapel microphone?  Yes  No

Will there be live Music or singing?  Yes  No

Name of singer (s): \_\_\_\_\_

Number of Musicians (If any) \_\_\_\_\_

Will the singer provide a CD with music?  Yes  No

*(Singer music track must be on CD only!  
Cassette tape and Computer files will not be supported)*

**(Before answering the following please remember that if the package you ordered does not support the special needs you will be requesting then they will not be fulfilled)**

**Is there any other special needs?**

\_\_\_\_\_  
\_\_\_\_\_

**Note: It sometimes helps if you can provide your special music on compact disc.**

**This ensures that we have the exact version that you want.**

Your input is much appreciated, and will help to insure that your ceremony is a special event to remember...