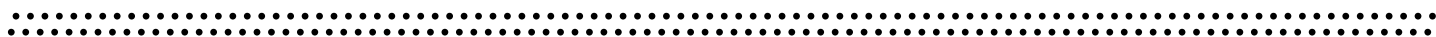


Venue Information



Ceremony Location

Company: _____

Person of contact: _____

Website: _____

Phone: _____

Email: _____

Address: _____

Start time: _____

On-Site Coordinator: _____

Notes:

Cocktail Hour Location

Company: _____

Person of contact: _____

Website: _____

Phone: _____

Email: _____

Address: _____

Start time: _____

On-Site Coordinator: _____

Notes:

Reception Location

Company: _____

Person of contact: _____

Website: _____

Phone: _____

Email: _____

Address: _____

Start time: _____

On-Site Coordinator: _____

Notes:

Rain Backup Plan (if you are planning to have your wedding outside and if it decides to rain, please indicate what your back up plan is):

Where is the bride getting ready? (list address or room number):

Where is the groom getting ready? (list address or room number):

Venue wifi name and password:

Venue restrictions (please indicate if your venue restricts the use of open flame candles, smoking, and so on...):

Noise Ordinance (please indicate if there is a noise ordinance at your venue and what time):

Electricity Hookups (is there electricity hookups for the reception DJ or band at the reception space):

YES _____ NO _____ Be sure to ask your venue if they provide electric cords for the reception space!

Bathroom For Guests (indicate if there is indoor bathrooms for wedding guests or if you will be provide porta-potties along with the company name and arrival time):

Parking (list parking location/instructions or if someone is designated to park cars at the venue):

Notes: