

# WEDDING CO-ORDINATION INFORMATION FORM

THE WEDDING OF \_\_\_\_\_ & \_\_\_\_\_

Ceremony Site \_\_\_\_\_ Telephone No. \_\_\_\_\_

Ceremony Address \_\_\_\_\_

Reception Site \_\_\_\_\_ Telephone No. \_\_\_\_\_

Reception Address \_\_\_\_\_

Ceremony Services	Contact Person	Arrival Time	Departure Time	Telephone
Musicians				
Officiant				
Photographer				
Rental supplier				
Site coordinator				
Soloist				
Transportation				
Videographer				
<b>Reception Services</b>				
Baker				
Bartender				
Caterer				
Florist				
Gift attendant				
Guest book attendant				
Musicians				
Rental supplier				
Site coordinator				
Soloist				
Transportation				
Vallet services				
Security Co-ordinator				