

Portola Event Planning

Wedding & Reception Overview

Please answer these important questions:

1. Bride _____ Phone # _____ Email _____
 Groom _____ Phone # _____ Email _____
 Primary Contact _____ Phone # _____ Email _____
 Officiant _____ Phone # _____ Email _____
 Date _____ Time _____ Site(s) _____

2. Do you have an overall theme? _____
 What colors are you planning to use? _____

3. Will you want to have pictures taken at the reception site before the wedding or reception?
 No Yes What time: _____

4. Will there be children at the reception? No Yes How many? ____ Ages: _____
 (Please note: There may be an additional fee charged for child care helpers.)

5. Will you have guests with special needs?
 No Yes Please explain: _____

6. How will guests arrive at the wedding and/or reception?

7. How will the wedding party arrive at the wedding and/or reception?

8. How will the bride and groom leave the wedding and/or reception?

9. How will the guests leave the wedding and/or reception?

