

The Ceremony Worksheet

Date _____

Time _____

Location _____

Address _____

Contact _____ Phone # _____

Emergency Phone# _____

Email address (if available) _____

Officiant(s) and Phone #'s _____

Fee _____

Rehearsal Date / Time _____

Who will be in charge of rehearsal? _____

Deposit _____

Balance due _____

Terms and Conditions of rent _____

Does the facility provide / allow.....

Aisle runner _____

❖ Are thrown petals down the aisle allowed? Real or faux

Candelabra _____ Candles _____

❖ Are open flames allowed?

Knee Cushions _____ Chairs _____

Canopy _____ Coat Racks _____

Are Tables available for Gifts and Guest Book _____
Sizes _____

❖ Are linens available?

Rest Rooms _____

❖ Are rest rooms handicapped accessible?

Are dressing rooms available?

Bride _____

Groom _____

❖ Are Rice / Birdseed allowed?

Is the venue Handicap accessible? _____

Other _____

What is the seating like?

❖ Can you decorate the chair/pew sides lining the aisle?

What is the alter area like?

❖ Can you decorate this area?

Reserved Seating

(Repeat as needed)

Right side

Left side

Pew / Row 1 _____

Pew / Row 2 _____

Pew / Row 3 _____

Pew / Row 4 _____

Pew / Row 5 _____

Notes



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