# Wedding Planning Questionnaire

From: [Judy Myers] – *[Wedding Planner]*

Date: [Date here]

|  |  |
| --- | --- |
| 1. Name of couple getting married
 |  |
| 1. Date and time of the ceremony
 |  | 1. Number of invited guests
 |  |
| 1. Time of the reception
 |  | 1. Location of the reception
 |  |
| 1. Will there be a sit down meal or buffet?
 |  | 1. Will there be music at dinner?
 |  |
| 1. Will you be providing a meal for your DJ or band?
 |  |

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| 1. Rate the following options according to budget importance on a scale of 1 – 10:
 |
|  | Ceremony |  | Music |
|  | Location |  | Reception |
|  | Photographer and Videographer |  | Rental equipment such as lighting, tables, chairs, etc. |
|  | Food and drink |  | Flowers |
|  | Officiate |  | Transportation |

|  |  |
| --- | --- |
| 1. What will be the mood or theme of your wedding?
 | 1. As far as the wedding ceremony what do you envision?
 |
|  | Tropical |  | Personalized |
|  | Classic |  | Religious |
|  | Elegant |  | Non-religious |
|  | Modern |  | Spiritual |
|  |  |  | Short |
|  |  |  | Cultural |
|  |  |  | Formal |

|  |  |
| --- | --- |
| 1. Who will officiate at the wedding ceremony?
 | 1. Will you have live or recorded music at your reception?
 |
|  | Notary |  | Live Band |
|  | Friend or family member |  | Live DJ |
|  | Clergy member |  | Recorded Music |
|  | Wiccan priestess |  |  |
|  | Other |  |  |  |

|  |  |
| --- | --- |
| 1. Where will your reception be held?
 | 1. What type of meal will you have?
 |
|  | Indoor |  | Brunch |
|  | Outdoor |  | Lunch |
|  | Under a tent |  | Cocktail hour only |
|  | Private location |  | Buffet |
|  | Same location as ceremony |  | Plated meal |
|  | Other |  |  | Family style |
|  |  |  |  |

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| 1. What do you envision for bar service?
 |
|  | Beer and wine |
|  | Champagne |
|  | Cash bar where guests pay |
|  | Open bar where couple pays |
|  | Other |  |

1. Wedding Party Flowers

|  |  |  |  |
| --- | --- | --- | --- |
| Bridal bouquet |  | Color of bridesmaids dresses |  |
| Dress color |  | Number of corsages |  |
| Tossing bouquet |  | Number of boutonnieres |  |
| Bridesmaid's bouquets |  | Flower girl |  |
| Number of bridesmaid's |  | Ring bearer |  |

1. Reception flowers

|  |  |  |  |
| --- | --- | --- | --- |
| Number of tables |  | Color or tablecloth |  |
| Size of tables |  | Centerpieces |  |

1. Wedding Songs

|  |  |
| --- | --- |
| Cocktail hour |  |
| Introduction of bridal party |  |
| Introduction of bride and groom |  |
| First dance |  |
| Father/ daughter dance |  |
| Mother/son dance |  |
| Bridal party dance |  |
| Best man toast |  |
| Maid of honor toast |  |
| Meal music |  |
| Cake cutting |  |
| Bouquet toss |  |
| Garter toss |  |
| Songs you definitely want to hear |  |
| Music you definitely want to hear |  |
| Songs you do not want to hear |  |
| Music you do not want to hear |  |
| Other |  |

1. Wedding Professionals

|  |  |  |  |
| --- | --- | --- | --- |
| Photographer  |  | Caterer |  |
| Videographer |  | DJ or Band |  |