

## Wedding Event Planning Worksheets

After reading through the wedding packet, please use this sheet to help us plan the details of your special event. These worksheets are designed as a planning tool for wedding groups and BMRR's Events Coordinator, and are not a binding agreement. It is recommended that bride and groom sit down with the Events Coordinator one month prior to the event to finalize the details of the event. These worksheets do not need to be turned in until that time. At that time, the Events Coordinator will make copies of the sheets so that both parties will have copies. In the meantime, if you need help filling in some of the information, BMRR's Events Coordinator would be happy to assist you!

### CONTACT INFORMATION

Contact #1 Name: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Telephone (home/cell): (\_\_\_\_\_) \_\_\_\_\_ Telephone (work): (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Contact #2 Name: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Telephone (home/cell): (\_\_\_\_\_) \_\_\_\_\_ Telephone (work): (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

### EVENT INFORMATION

Date of Function: \_\_\_\_\_ Type of Function: \_\_\_\_\_  
Estimated Number of Guests: \_\_\_\_\_

### WEDDING PARTY INFORMATION

Bride's Full Name: _____	Groom's Full Name: _____
Parents of the Bride: _____	Parents of the Groom: _____
Parents of the Bride: _____	Parents of the Groom: _____
Grandparents of the Bride: _____	Grandparents of the Groom: _____
Grandparents of the Bride: _____	Grandparents of the Groom: _____
Matron/Maid of Honor: _____	Best Man: _____
Relationship to the Bride/Groom: _____	Relationship to the Groom/Bride: _____
Bridesmaids: _____	Groomsmen: _____
_____	_____
_____	_____
_____	_____
Flower Children & Ages: _____	Ring Bearers & Ages: _____
Speakers/Readers: _____	Ushers: _____
_____	_____
_____	_____