



# WEDDING BRIEFING DOCUMENT

## PART ONE | PERSONAL INFO

BRIDE'S NAME			
GROOM'S NAME		CONTACT NUMBER	
EMAIL ADDRESS		DATE OF WEDDING	

## PART TWO | CEREMONY

WHERE IS YOUR CEREMONY BEING HELD?	
WHAT TIME IS YOUR CEREMONY?	
DOES THE CEREMONY REQUIRE ANY DECORATING SUCH AS CHAIRS, CARPET RUNNERS, FLOWERS OR DRAPING?	
DO YOU NEED ANY STYLING ITEMS TRANSFERRED TO THE RECEPTION AFTER THE CEREMONY?	
HOW MANY IN THE BRIDAL PARTY? (include bride & groom)	



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## PART THREE | RECEPTION

NAME OF VENUE			
VENUE CONTACT		VENUE CONTACT NO.	
RECEPTION START TIME		RECEPTION FINISH TIME	
BUMP IN TIME (set up start time)		BUMP OUT TIME (pack up start time)	
BUMP OUT (COMPLETION TIME)		DECORATING BUDGET (APPROX)	
EVENT TYPE (eg Cocktail Party, sit down dinner)			
WHAT IS YOUR THEME, COLOURING, STYLE REQUIREMENTS?			
WHAT IS THE OVERALL STYLE OF WEDDING YOU'RE LOOKING FOR?			
FLOOR PLAN ATTACHED? YES/ NO			
WHAT DECOR (FURNITURE, LIGHTING, CENTREPIECES, DRAPING ETC) WOULD YOU BE INTERESTED IN?			
WHAT IMAGES HAVE YOU BEEN INSPIRED BY? (please provide separately)			