

# JP EVENTS & DESIGN

## Wedding Planning Initial Consultation Form

### Contact Information

#### Bride's name:

Email:

Phone number:

Mailing address:

Preferred method of contact:

#### Groom's name:

Email:

Phone number:

Mailing address:

Preferred method of contact:

#### Additional contact (such as the mother of the bride):

Name:

Email:

Phone number:

Mailing address:

Preferred method of contact:

### Wedding Information & Details:

Wedding date or expected month and year of the wedding:

Expected number of guests:

Bridal Party:

Number of bridesmaids \_\_\_\_\_ Number of groomsmen \_\_\_\_\_ Number of flower girls \_\_\_\_\_

Number of ring bearers \_\_\_\_\_ Number of ushers \_\_\_\_\_ Number of other bridal party members

\_\_\_\_\_

#### Estimated overall wedding budget:

(Does the budget include all aspects of the wedding such as the honeymoon, rehearsal dinner, wedding rings, bride and groom attire, and the post-wedding brunch?)

#### What is the most important element of the wedding?

(Examples: food, music, atmosphere, décor, guest enjoyment, venue)

**What kind of style do you envision for the wedding?** (Examples: trendy, classic, romantic, rustic, colorful, fun, casual, formal, vintage, modern, traditional)

**Are there particular style elements or details you have already chosen?**

**What colors would you like to use for your wedding?**

**Wedding Vendors:**

**Ceremony site:** (type of location desired or booked, start time)

**Ceremony Music:** (type of musicians such as quartet, harpist, DJ, piano, what has been booked)

**Officiant, Rabbi or Minister:** (will it be a religious ceremony, who will officiate, approximate length of ceremony)

**Reception Site:** (type of location desired or booked, start time, end time)

**Catering:** (type of dinner such as buffet, stations or plated, will there be a cocktail hour, what has been booked)

**Alcohol and bar:** (will it be a full bar, just beer and wine, non-alcoholic, hosted bar, cash bar, other)

**Staffing:** (who will staff the event including food service, setup, clean up and bartending)

**Rentals and linens:** (what kind of rental items and table linens are needed, what has been booked)

**Photography:** (type and length of photography desired, name of photographer if already booked)

**Photo booth:** (will there be a photo booth, has it been booked)

**Video/Cinema:** (type and length of videography desired, name of the video/cinema company if already booked)

**Floral:** (what kind of flowers are desired, name of the florist if already booked)

**Décor and lighting:** (what kind of décor and/or lighting is desired, what has been booked)

**Cake and desserts:** (type of cake or desserts desired, name of bakery if already booked)

**Reception DJ or band:** (type of cocktail hour and reception music such as DJ or band, name of DJ/band if already booked)

**Invitations and stationery:** (style of invitations and stationery desired or purchased, what has already been ordered including save-the-dates, invitations, wedding programs, menu cards, escort cards, place cards, table numbers)

**Wedding day hair and makeup:** (would they like on-site hair and makeup services, do they prefer a salon, would they like to do-it-yourself for beauty services, what has been booked)

**Gown, tux and bridal party attire:** (what has already been selected, purchased or rented)

**Transportation shuttles for guests:** (what is needed, what has already been booked)

**Transportation for bride, groom and wedding party:** (what is needed, what has already been booked)

**Rehearsal dinner location:** (has this been booked yet, do they need help with this event)

**Misc Vendors:** (are there any other vendors or services you have booked)

**What planning and/or design services are you interested in:** (Examples: day-of coordination, month-of coordination, design/styling, partial planning, full-service planning, hourly, other)

Once you have filled out this form then I will be back in touch with you to discuss things further. I will respond back to you within 24 hours or sooner.

Thank you for allowing me to possibly work with you on your very special day.

I look forward to speaking with you soon.

Best,

Julie Phillips

JP Events & Design

Mt. Pleasant, South Carolina

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