

Client:

Event Date:

Civil Ceremony Planning Form

Names
Partner 1
Partner 2
Where appropriate please provide phonetic spelling of surnames
Will either party be taking the others surname?
Partner 1: Mother's Name
Partner 1: Father's Name
Partner 2: Mother's Name
Partner 2: Father's Name

Wedding Party
Best Man's Name(s)
Bridesmaids Names

Additional Information
How do you want your first dance
Time of guests arrival
Is there any other entertainment?
If yes to last question, what time(s) they do they perform?
Please inform of any recent family bereavements, divorces/re-marriages, key absentees which I should be aware of to eliminate any potential embarrassments on the microphone!
Would you like the cake cutting announced?
Announce Bouquet Toss?
Will you be leaving the reception before the end?
How interactive would you like your DJ to be on the night?
Is a "Wedding Arch" or "Circle of Friends" required at the end of the evening?
Where is your honeymoon destination?
Additional comments

Music Genres

Please choose music genres required?