

## **Ceruti's Catering Essential Wedding Elements Worksheet**

EVENT ORDER NUMBER:  
DATE OF RECEPTION:  
NAME OF RECEPTION FACILITY:  
FACILITY CONTACT NAME:  
CONTACT PHONE NUMBER:

BRIDE'S NAME:  
ADDRESS:  
HOME PHONE:  
WORK PHONE:  
CELL PHONE:  
FAX:  
EMAIL:

GROOM'S NAME:  
ADDRESS:  
HOME PHONE:  
WORK PHONE:  
CELL PHONE:  
FAX:  
EMAIL:

MOTHER OF BRIDE:  
FATHER OF BRIDE:  
MOTHER OF GROOM:  
FATHER OF GROOM:

ESTIMATED GUEST COUNT:  
NUMBER OF INVITATIONS SENT x 2 x .80 =  
RSVP CARD DUE DATE:

COLOR THEME:  
CENTERPIECES: GRADE 1      GRADE 3      GRADE 5      OTHER  
DECORATING PACKAGE:

NUMBER OF GUESTS AT BRIDAL TABLE (INCLUDING BRIDE & GROOM):

CEREMONY LOCATION:  
CEREMONY TIME:  
LENGTH OF CEREMONY:  
RECEIVING LINE: YES    OR    NO  
BRIDAL PHOTOS: ALL BEFORE      ALL AFTER      BEFORE & AFTER  
TRAVEL TIME FROM CEREMONY TO RECEPTION:  
RECEPTION START TIME: IMMEDIATELY FOLLOWING CEREMONY    OR    \_\_\_\_\_ TIME

ESTIMATED ARRIVAL TIME OF BRIDAL PARTY:

ANNOUNCEMENT OF BRIDAL PARTY: YES OR NO  
CHAMPAGNE TOAST: YES OR NO  
PRAYER/INVOCATION: YES OR NO

***OTHER VENDOR INFORMATION:***

NAME OF CAKE DECORATOR:  
PHONE NUMBER  
TYPE OF FLAVORS:

NAME OF DJ OR BAND:  
PHONE NUMBER:  
HOURS CONTRACTED:  
TABLES NEEDED:  
NUMBER OF MEALS REQUIRED:

NAME OF PHOTOGRAPHER:  
PHONE NUMBER:  
TABLES NEEDED:  
NUMBER OF MEALS REQUIRED:

NAME OF EQUIPMENT RENTAL COMPANY:  
PHONE NUMBER:  
CONTACT NAME:

COMMENTS / QUESTIONS: