

# Wedding Planning Initial Consultation Form

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## Contact Information

**Bride's name:**

Email:

Phone number:

Mailing address:

Pinterest username:

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 is your biggest worry about wedding planning?**

**What is your biggest worry about the wedding day?**

## Wedding Style

**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 & Vendor Notes

**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 they have booked)

## How Can I Help You?

**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)

**What do you need the most help with?**

**When do you expect to make a decision about hiring a planner?**

# Planner Notes

**Today's date:**

(date of the inquiry or meeting)

**Follow up date(s):**

(date you have followed up or plan to follow up)

**How did clients find us:**

(referral, specific website, online ad, etc.)

**Proposal or pricing sent:**

(yes or no)

**Contract sent:**

(yes or no)