

WEDDING ASSIGNMENT CONTACT SHEET

Thank you for selecting us to be part of your special day. This sheet will provide us with a reinforcement of the basic information so that we can have an easy means of tracking everything doing with our assignment. Especially important are the local numbers in case you are one of our many clients who are coming from out-of-town and using our firm's services. It will only take a few minutes and will greatly enhance our ability to serve you.

Bride's Name	:	
Email Address	:	
Groom's Name	:	
Email Address	:	
WEDDING DATE	:	
Bride's Home address	:	
Bride's home phone	:	
Bride's work phone	:	
Bride's fax phone	:	
Time of Bride Dressing	:	
Bride Dressing at	:	
Phone at that location	:	
Groom's local phone	:	
Ceremony Facility	:	
Ceremony Address	:	
Time of Ceremony	:	
Reception Hall	:	
Address	:	
Time of Reception	:	