



Cosmo T's Has Two Goals

1. To make sure that at your dance everything runs smoothly and according to your plans.
2. To make sure that you and all of your guests have a great time.

Filling out this event planning sheet will help us meet these goals.
Please complete and return it to us at least 30 days prior to your wedding.

General Information:

Bride's Name _____

Phone: Work () _____ Home () _____ Cell () _____

Email Address _____

Groom's Name _____

Phone: Work () _____ Home () _____ Cell () _____

Email Address _____

Reception Informaton:

Location of Reception _____

Date of Reception ____/____/____ Approx. number of guests _____

Set-Up Time

Approximately what time is the wedding to begin? _____

Approximately what time will you and your wedding party arrive? _____

Approximately what time will dinner be served? _____

Reception Flow

Would you like us to announce the wedding party? Yes No

Please continue to page 2



Wedding Party Information:

Candle Lighters / Attendants:

- 1) _____
- 2) _____

Ring Bearer:

- 1) _____

Flower Girls:

- 1) _____
- 2) _____

Mini Bride & Groom:

- 1) _____
- 2) _____

Ushers:

- 1) _____
- 3) _____

Ushers:

- 2) _____
- 4) _____

Bridesmaid:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____

Groomsman:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____

Maid **or Matron** (Check one)

- 10) _____

Best Man

- 10) _____

Prayer:

- 1) _____



Please continue to page 3

Music Information:

Please check and fill in the activities you would like to include at your reception:

- Bride & Groom Dance Song: _____
- Father & Bride Dance Song: _____
- Mother & Groom Dance Song: _____
- Wedding Party Dance Song: _____
- Yes No Dollar Dance?

Special Announcements:

Songs would like played:

- 1) _____ 2) _____
- 3) _____ 4) _____
- 5) _____ 6) _____
- 7) _____ 8) _____
- 9) _____ 10) _____

Songs would NOT like played:

- 1) _____ 2) _____
- 3) _____ 4) _____
- 5) _____ 6) _____
- 7) _____ 8) _____
- 9) _____ 10) _____

Additional Information:
