



Contact #1

Bride Groom Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____
E-Mail _____

Contact #2

Bride Groom Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____
E-Mail _____

Bill to Contact If Different From Above

Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____
E-Mail _____

Ceremony Information

Wedding Date _____ Estimated # of Guests _____
Location of Wedding Ceremony _____
Time of Ceremony _____ Length of Ceremony _____
Receiving Line Location: Ceremony Reception
If Ceremony is at DECC:
Officiant Name: _____ Phone: _____
Microphone: Corded (included) Podium w/Mic (included)
Wireless (add. fee) Lapel (add. fee)
Gift Table: Yes No Guest Book Table: Yes No
Altar Table: Yes No Music/DJ Table: Yes No
Drape Color: _____
Decorations: _____

Parking Arrangements

Guests Pay for Parking
Host Pays for Parking Total Passes Needed: _____
If Host, use DECC Passes Host to create passes
*Passes must include date and wedding name. Passes must be turned in to parking attendant.
Guest Hotel: _____

Reception Schedule

Reception Ballroom: _____
Guests Arrive/Bar Open _____ p.m.
Hors d'oeuvres Served _____ p.m.
Wedding Couple Arrive _____ p.m.
Grand March Yes No _____ p.m.
Cake Cutting for Photo _____ p.m.
Cue To Start Serving Dinner (prayer/welcomes said by:)

_____ Dinner Served _____ p.m.
Toasts after Dinner _____ p.m.
1st Dance Begins _____ p.m.
Dance Ends/Music Stops _____ p.m.
Additional Reception Hour Fee (\$295/hour) \$ _____
Other Timing: _____

Slide Show

Slide Show: Yes No Begins: _____ pm
DECC Screen: Yes No DECC AV Cart: Yes No
DECC Does Not Have Projectors Available To Rent
Audio Needed For Slideshow? Yes No
If Yes, using DECC Mixer (add. fee) or DJ Mixer:

Room Set Up

Head Table: On Floor On Riser King's Table Other
Head Table: # of People _____ Microphone: Yes No
Guest Book Table: Yes No Gift Table: Yes No
Assigned Seating: Yes No
If No, Number of Reserved Tables: _____
If Yes, DECC Table # Stands: Yes No
DECC Table #s: Yes No Place Card Table: Yes No

Decorating

Wedding Color(s) _____
Table Skirting Color: White Ivory Black
Tablecloth Color: White Ivory Black
Dining Napkin Color _____

Centerpieces/Decorations (Description) _____

Provided By: _____
Delivery Time _____ Decorating Time _____
DECC Mirrors: Yes No
DECC Votive Candles: Yes No Number per Table _____
Favors for Each Guest: Yes No
Favor Description _____
DECC to Place Favors on Tables: Yes No

Ceiling Decor: Yes No By: NSE/Occasions/Other _____
Up-Lighting: Yes No Company: _____

