



# SANIBEL HARBOUR RESORT & SPA



## Wedding Information Sheet

DATE OF WEDDING: \_\_\_\_\_

BRIDES NAME: \_\_\_\_\_

GROOMS NAME: \_\_\_\_\_

DAY OF WEDDING CONTACT & CELL PHONE NUMBER \_\_\_\_\_

### REHEARSAL

On Property? YES \_\_\_\_\_ NO \_\_\_\_\_

Location \_\_\_\_\_ Time \_\_\_\_\_

### REHEARSAL DINNER

On Property? YES \_\_\_\_\_ NO \_\_\_\_\_

Location \_\_\_\_\_ Time \_\_\_\_\_ # of People \_\_\_\_\_

Backup \_\_\_\_\_

Entertainment \_\_\_\_\_

Menu \_\_\_\_\_

### CEREMONY

Location \_\_\_\_\_ Time \_\_\_\_\_ # of People \_\_\_\_\_

Backup \_\_\_\_\_

Entertainment \_\_\_\_\_

Sand or Unity Candle Ceremony \_\_\_\_\_ Arch \_\_\_\_\_

### Seating of Grandparents

\_\_\_\_\_ to be escorted by \_\_\_\_\_

\_\_\_\_\_ to be escorted by \_\_\_\_\_

\_\_\_\_\_ to be escorted by \_\_\_\_\_

\_\_\_\_\_ to be escorted by \_\_\_\_\_

**Seating of Parents**

\_\_\_\_\_ to be escorted by \_\_\_\_\_  
\_\_\_\_\_ to be escorted by \_\_\_\_\_  
\_\_\_\_\_ to be escorted by \_\_\_\_\_  
\_\_\_\_\_ to be escorted by \_\_\_\_\_

**Wedding Party Processional/Recessional/Intro in Dinner**

\_\_\_\_\_ to be escorted by \_\_\_\_\_  
\_\_\_\_\_ to be escorted by \_\_\_\_\_  
\_\_\_\_\_ to be escorted by \_\_\_\_\_  
\_\_\_\_\_ to be escorted by \_\_\_\_\_  
\_\_\_\_\_ to be escorted by \_\_\_\_\_  
\_\_\_\_\_ to be escorted by \_\_\_\_\_

MOH \_\_\_\_\_ to be escorted by B.M \_\_\_\_\_

Flower Girl \_\_\_\_\_ to be escorted by Ring Barer \_\_\_\_\_

Name of Person Walking Bride Down Aisle \_\_\_\_\_  
Programs/Favors Yes or No \_\_\_\_\_

Entertainment \_\_\_\_\_

**COCKTAIL RECEPTION**

Location \_\_\_\_\_ Time \_\_\_\_\_ # of People \_\_\_\_\_  
Backup \_\_\_\_\_  
Entertainment \_\_\_\_\_  
Menu \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bar \_\_\_\_\_  
Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DINNER**

Location \_\_\_\_\_ Time \_\_\_\_\_ # of People \_\_\_\_\_  
Backup \_\_\_\_\_  
Entertainment \_\_\_\_\_  
Menu \_\_\_\_\_  
\_\_\_\_\_

Bar \_\_\_\_\_  
Notes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

YES or NO

\_\_\_\_\_ Champagne Toast (Name of People Giving Toast): \_\_\_\_\_

\_\_\_\_\_ Wine Service with Dinner/Hosted Only

\_\_\_\_\_ Cake Cutting Ceremony

\_\_\_\_\_ Formal Introductions

\_\_\_\_\_ Formal Dances

\_\_\_\_\_ Dollar Dance

\_\_\_\_\_ Bouquet / Garter Toss

VENDOR INFORMATION

**OFFICIANT**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**PHOTOGRAPHER**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**VIDEOGRAPHER**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**CAKE**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**FLORIST**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**ENTERTAINMENT (ceremony)**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**ENTERTAINMENT (reception)**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**SPECIALTY LINENS**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**HAIR & MAKEUP**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**DÉCOR**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**MISC**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**PERSON TO COLLECT PERSONAL ITEMS AFTER EVENT:**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

Notes

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SET UP (Rounds of 10 Unless Otherwise Noted)

Sweetheart Table Option \_\_\_\_\_

Head Table of \_\_\_\_\_

Reserved Tables of \_\_\_\_\_

Gift Table \_\_\_\_\_

Place Card Table \_\_\_\_\_

Cake Table \_\_\_\_\_

Easel \_\_\_\_\_

Notes:

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Please check if you are providing:

\_\_\_\_\_ Center Pieces

\_\_\_\_\_ Chair Covers

\_\_\_\_\_ Specialty Linens

\_\_\_\_\_ Favors

\_\_\_\_\_ Toasting Champagne Flutes

\_\_\_\_\_ Guest Book

\_\_\_\_\_ Place Cards

\_\_\_\_\_ Escort Cards

\_\_\_\_\_ Table Numbers or Names

\_\_\_\_\_ Programs

\_\_\_\_\_ Cake Knife

\_\_\_\_\_ Favors

\_\_\_\_\_ Decorations

\_\_\_\_\_ Disposable Cameras

**Any Other Décor or Items:**

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**BRUNCH**

On Property? YES \_\_\_\_\_ NO \_\_\_\_\_

Location \_\_\_\_\_ Time \_\_\_\_\_ # of People \_\_\_\_\_

Backup \_\_\_\_\_

Menu

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