

<b>Full names and address</b>
<b>Telephone numbers</b>
<b>E-mail addresses</b>
<b>Wedding date</b>
<b>Preparations address (s)</b>

**Ceremony venue** (full address)

Name and contact details of person carrying out the service (if known)?

This is quite an important point as some vicars or registrars have had bad experiences in the past with videographers, please reassure them that I stay in one place throughout the ceremony and am very discrete.

**Time of ceremony****Reception venue** (Full address and website address)**Time of wedding breakfast****Travel considerations**

Please indicate if there is a drive or walk between preparation, wedding and reception venues, if so how long. Please can you let me know if a parking space will be available at the ceremony and reception venues.

## Videography package

## Useful contact details of people on both sides of the wedding party.

## Other suppliers

Please list the names of other companies being used such as the florist and hair etc so I can make contact if required.

## Signed

Bride

Groom

Date

Date

## NOTES