

Ceremony Worksheet

Location _____

Event Hours _____ Set Up Time _____

Contact Person _____

Address _____

Phone _____ Fax _____ Email _____

Total Cost of Location \$ _____

Deposit Amount \$ _____ Date Paid _____ Check No. _____

Balance Amount \$ _____ Due _____ Check No. _____

Officiate _____

Phone _____ Fax _____ Email _____

Total Cost \$ _____ On-Site Gratuity \$ _____

Deposit Amount \$ _____ Date Paid _____ Check No. _____

Balance Amount \$ _____ Due _____ Check No. _____

Organist/Musicians _____

Phone _____ Fax _____ Email _____

Total Cost \$ _____ On-Site Gratuity \$ _____

Deposit Amount \$ _____ Date Paid _____ Check No. _____

Balance Amount \$ _____ Due _____ Check No. _____

Vocalist(s) _____

Phone _____ Fax _____ Email _____

Total Cost \$ _____ On-Site Gratuity \$ _____

Deposit Amount \$ _____ Date Paid _____ Check No. _____

Balance Amount \$ _____ Due _____ Check No. _____

Notes _____