



Wedding Planning Worksheet

EVENT BASICS:

Bride: _____ Groom: _____

Event Date: _____ Package Code: _____ Estimated Guest Count: _____

Ceremony Start Time: _____ Reception Start Time: _____ Reception End Time: _____

Bride's Arrival Time: _____ Groom's Arrival Time: _____

Rehearsal date: _____ Rehearsal time: _____ *(based on availability)*

Point Person Throughout Event: _____

Post-Event Wrap-Up Person: _____

VENDORS:

Hair: _____ Contact: _____ Phone: _____

Makeup: _____ Contact: _____ Phone: _____

Floral: _____ Contact: _____ Phone: _____

Bride's Cake: _____ Contact: _____ Phone: _____

Groom's Cake: _____ Contact: _____ Phone: _____

DJ: _____ Contact: _____ Phone: _____

Band/Live Music: _____ Contact: _____ Phone: _____

Photobooth: _____ Contact: _____ Phone: _____

Photographer: _____ Contact: _____ Phone: _____

Videographer: _____ Contact: _____ Phone: _____

Officiant: _____ Contact: _____ Phone: _____

Transportation: _____ Contact: _____ Phone: _____

Specialty Vendors: _____ Contact: _____ Phone: _____

Specialty Vendors: _____ Contact: _____ Phone: _____

Specialty Vendors: _____ Contact: _____ Phone: _____



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FOOD SERVICE:

Tasting scheduled? _____ Tasting date/time: _____

Agave Appetizer Display (circle one): Included Not Applicable

Passed Appetizers: _____

Dinner Service Style (circle one): Buffet Plated Cocktail

Salad: _____

Entrees: _____

Sides: _____

Special Dietary Plates: _____

Children's Plates (ages 3-12): _____

Late Night Bites: _____

BEVERAGE SERVICE:

Bar Service Package (circle one): No Bar Package (Iced Tea & Coffee Only) Unlimited Sodas & Juices

Unlimited Beer & Wine Unlimited Beer, Wine, & Liquor

UPGRADE: Unlimited Beer, Wine, & Top-Shelf Liquor (+\$6 pp)

Beer choices: (circle two) Bud Light Miller Light Michelob Ultra

(circle two) Shiner Dos Equis Modelo Especial

(circle one) Heineken Blue Moon Stella Artois

Suite Drinks (see A la Carte Refreshments Menu):

Bridal Suite: _____

Groom's Quarters: _____

In accordance with TABC law, **OUTSIDE ALCOHOL IS PROHIBITED**. Parties found in violation agree to assume all legal and financial responsibility, including fees ranging from \$500 - \$50,000 and the potential immediate suspension of your event by TABC officials.



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CEREMONY SET-UP:

Center Aisle Additions (circle one): Yes No If yes, what additions?: _____

Tikis Lit (circle one): Yes No Fireplace Lit (circle one): Yes No After ceremony
(\$75 fee for propane to light the fireplace)

Unity Ceremony (circle one): Yes No If yes, what type?: _____

Music for Ceremony (circle one): DJ Other Other traditions/events in ceremony (list): _____

Programs (circle one): Yes No Guest Book (circle one): None Outside first Inside only

RECEPTION SET-UP:

Table Type	Overlay Color (Ivory, Black, Taupe)	Underlay Color (Ivory, Black)		
Head Table:	_____	_____	Sweetheart or Banquet (circle one)	
Guest Tables:	_____	_____		
Bride's Cake:	_____	_____		
Groom's Cake:	_____	_____		
Buffet/Appetizers (circle one):	Black	Brown		
Napkins (circle one):	Ivory	Black		
Napkin Fold (circle one);	Single Pocket	Double Pocket	Fan on Charger	Fan in Champagne Glass
	Draped	Belted	Square Pocket	Fleur dis Lis in Glass
Chargers Color (circle one):	Black	Silver	Gold	
Type of Seating (circle one):	Open	Assigned Tables	Assigned Seats	Open Seating with Reserved Tables
Table Assignment (circle one):	Seating Chart	Place Cards	Reserved Signs	
Are you bringing items for the entry area (circle one)?		Yes	No	
If Yes, give description of items:	_____			

Cake Topper (circle one): Floral Figurine Both Other

Save the wedding cake's top tier to send home (circle one)? Yes No

Cake Knife and Server (circle one): Bringing Agave

Bride/Groom Champagne Flutes (circle one): Bringing Agave

Cocktail Napkins (circle one): Bringing Agave

Centerpieces; # Agave Short Lanterns: _____ # Agave Tall Lanterns: _____ Additions? _____

Easels Needed & Uses (up to 3 available): Easel #1: _____ Easel #2: _____ Easel #3: _____

Bringing Favors (circle one): Yes No If yes, description: _____

Bringing Slideshow (circle one): Yes No



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CEREMONY:

Ushers (names): _____

House Party (names): _____

Holding Rings (name): _____ Holding License (name): _____

WALKING DOWN THE AISLE:

Groom's Grandparents: _____ escorted by _____

_____ escorted by _____

_____ escorted by _____

Bride's Grandparents: _____ escorted by _____

_____ escorted by _____

_____ escorted by _____

Groom's Parents: _____ escorted by _____

_____ escorted by _____

_____ escorted by _____

Bride's Parents: _____ escorted by _____

_____ escorted by _____

_____ escorted by _____

Is the Groom walking in procession (circle one)? Yes No

If yes, with whom? _____

Bridesmaids/Groomsmen walking down the aisle (circle one): Together Separate



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List bridesmaids and groomsmen in order (closest to bride and groom):

Maid/Matron of honor: _____ Best man: _____

Maid/Matron of honor: _____ Best man: _____

Bridesmaid #1: _____ Groomsman #1: _____

Bridesmaid #2: _____ Groomsman #2: _____

Bridesmaid #3: _____ Groomsman #3: _____

Bridesmaid #4: _____ Groomsman #4: _____

Bridesmaid #5: _____ Groomsman #5: _____

Bridesmaid #6: _____ Groomsman #6: _____

Bridesmaid #7: _____ Groomsman #7: _____

Bridesmaid #8: _____ Groomsman #8: _____

Ring bearer: _____ Age: _____

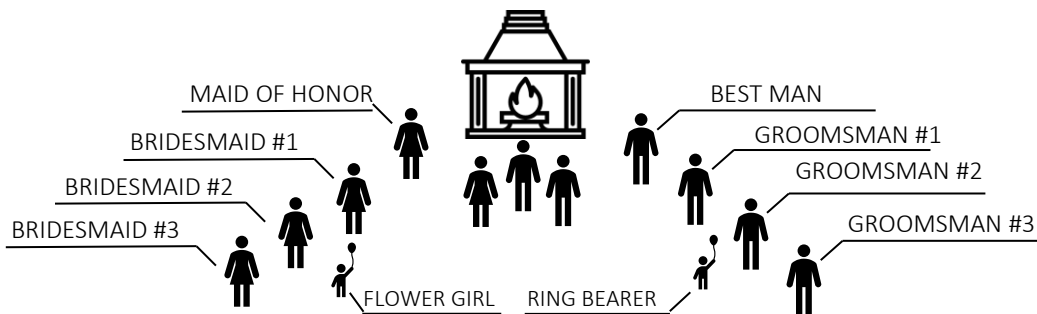
Ring bearer: _____ Age: _____

Flower girl: _____ Age: _____

Flower girl: _____ Age: _____

Bride escorted by (name and relation): _____

Fill in your wedding party's names according to the diagram below.





Wedding Planning Worksheet

Bride's first row (starting from the aisle seat, up to 8 chairs):

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____

Groom's first row (starting from the aisle seat, up to 8 chairs):

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____

Bride's second row, if necessary (starting from the aisle seat, up to 8 chairs):

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____

Groom's second row, if necessary (starting from the aisle seat, up to 8 chairs):

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____



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RECEPTION TIMELINE:

Bridal party announced into reception (circle one): Yes No

Announcement of Couple (i.e., Mr. & Mrs. First & Last Name, etc.): _____

Blessing Before Dinner (circle one): Yes No If yes, by whom? _____

Bride's drink during dinner: _____ Groom's drink during dinner: _____

Toasts/Speeches (who is/are giving toasts):

_____	Position in wedding:	_____
_____	Position in wedding:	_____
_____	Position in wedding:	_____
_____	Position in wedding:	_____
_____	Position in wedding:	_____

Cake cutting (circle one or both): Bride Groom

Specialty dances (circle all that apply): Bride/Groom Father/Daughter Mother/Son

 Dollar Dance Anniversary Other: _____

Bouquet toss (circle one): Yes No Garter toss (circle one): Yes No

Change dresses/outfits during the event (circle one): Yes No

Grand exit (circle all that apply): Bubbles Rose Petals Glow Sticks Other: _____
(Other items must meet approval)

IMPORTANT NOTE:

Your event details must be finalized with your coordinator no later than 14 days prior to your event. This includes your Final Guest Count, Food Details, Floorplan, and Timeline. If able to process, requested changes to your event details within 14 days of your event will incur a \$50 change-fee, applicable to time a change is requested.

_____ (Initials) I understand an additional \$50 fee applies to changes made within 14 days of my event.



Wedding Planning Worksheet

Security for Damages and Incidentals

Customer assumes full liability for all damages to the premises by Customer's parties attending the Event. A valid credit card will be required to be posted for security to cover damages and other incidentals incurred with respect to the Event. Customer agrees that Agave may charge Customer's credit card for any damages caused to the premises or for any additional sums due or owing by Customer under the terms of this Agreement and the GTCA.

Credit Card Information

Name: _____ Wedding Date: _____

Name on card: _____

Credit card type: _____

Card number: _____

Card expiration date: _____

Card security code: _____

Billing Information

Name: _____

Street address: _____

City, State Zip Code: _____

Signature: _____ Date: _____