

# Rehearsal and Dinner Worksheet

## Rehearsal

Rehearsal Date \_\_\_\_\_ Location \_\_\_\_\_  
Time \_\_\_\_\_ Approximate Length of Rehearsal \_\_\_\_\_  
Directions to Rehearsal Site \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Rehearsal Dinner

Rehearsal Dinner Facility \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Consultant \_\_\_\_\_ Business Hours \_\_\_\_\_  
Web Site \_\_\_\_\_ E-mail Address \_\_\_\_\_

Rehearsal Dinner Date \_\_\_\_\_ Location \_\_\_\_\_  
Time \_\_\_\_\_ Formal/Informal \_\_\_\_\_  
Number of Guests (Adults) \_\_\_\_\_ (Children) \_\_\_\_\_  
Menu to Include \_\_\_\_\_  
\_\_\_\_\_  
Cash or Open Bar \_\_\_\_\_  
Price per Person \_\_\_\_\_ Total Price \_\_\_\_\_

## Guest List

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Total # of Adults \_\_\_\_\_ Total # of Children \_\_\_\_\_  
Total \_\_\_\_\_ Deposit Paid \_\_\_\_\_ Date \_\_\_\_\_  
Balance Due \_\_\_\_\_ Balance Due on or Before \_\_\_\_\_

Make Checks Payable To: \_\_\_\_\_

## Cancellation Policies & Notes

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