



RLV Productions, LLC

2720 N. Michigan Pittsburg, Kansas 66762-2742
(620) 719-6167 - (620) 719-6168
rvail@rlvproductions.com, tvail@rlvproductions.com
www.rlvproductions.com



Contact Information Sheet for Brides/Clients

Contact Date & Time: _____

Wedding Date: _____

How did you hear about me? _____

Ceremony Time & Location: _____

Reception Time & Location: _____

Collection Considering: (Circle One): The Flame__ The Candlestick__ The Wick_____

Enhancements: _____

Payment Options: Credit Card Cash Check Paypal Other

Bride Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone Numbers: Home _____ Work _____ Cell _____

Email: _____

Wedding Colors: _____

Groom Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone Numbers: Home _____ Work _____ Cell _____

Email: _____

Ceremony Information:

Name: _____

Address: _____

City, State, Zip: _____

Time Starting: _____ Time Finishing: _____

Type of service, religion: _____

Officiant's Name _____ Phone: _____

Phone Numbers: _____

Email: _____

Photo Session & Cocktails, time & locations: _____

Reception Information:

Name: _____

Address: _____

City, State, Zip: _____

Time Starting: _____ Time Finishing: _____



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Dinner: Y N

Dance: Y N

Reception Information (Continued)

Phone Numbers: _____

Email: _____

Notes _____

Other Contact Information

Parents of Bride: _____ Phone: _____

Parents of Groom: _____ Phone: _____

Since it will help me to know the team of vendors you are working with and I can assist you in referring vendors, I would like to know who you've selected as your other vendors. If you have any of the following information, I'd appreciate it.

Wedding Coordinator _____

Phone Numbers: _____

Full Service: _____ Day-Of _____ On Site _____

Photographer: _____ Phone: _____ Email: _____

DJ/Band: _____ Phone: _____ Email: _____

Musicians: _____ Phone: _____ Email: _____

Soloist: _____ Phone: _____ Email: _____

Caterer: _____ Phone: _____ Email: _____

Florist: _____ Phone: _____ Email: _____

Cake: _____ Phone: _____ Email: _____

Limo or Transportation: _____ Phone: _____ Email: _____

Decorator, Designer: _____ Phone: _____ Email: _____

Hair: _____ Phone: _____ Email: _____

Makeup Artist: _____ Phone: _____ Email: _____

Wedding Dress (Store): _____ Phone: _____ Email: _____

Any other vendors: _____

Wedding Services Agreement Required. \$250.00 Retainer Required

Additional Notes or details: _____
