

# *Topsail Manor*

## - Event Information -

Type of Function: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Preferred Start Time: \_\_\_\_\_ Preferred Ending Time: \_\_\_\_\_

Event Location on Premises: \_\_\_\_\_

Ceremony: \_\_\_\_\_

Reception: \_\_\_\_\_

(Location Examples: Upstairs Living Room, Pool Courtyard, Carport Area, Beach, etc)

### Event Planner:

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_ Estimated number of vehicles: \_\_\_\_\_

### Bride's Information:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### Groom's Information:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Party Responsible For Payment:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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*Vendors*

Emergency Contact for Day of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Planner/Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Officiant: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

\*Is the Caterer serving alcohol on-site?  Yes  No (If yes, we will need a copy of their liquor license and an on-site bartender will be required to serve the alcohol.)

Cake/Bakery: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Music:  DJ  Live Band  Other \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

\*Would you be willing to share photos of your wedding on TopsailManor.com?  Yes  No

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

\*Would you be willing to share videos of your wedding on TopsailManor.com?  Yes  No

Party Rentals: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

OTHER: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

OTHER: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_